THE MADRAS POLICE STANDING ORDERS

VOLUME I

(*Corrected and brought up to* 31*st December* 1956)

ORDERS

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PREFATORY NOTE.

The Madras Police Standing Orders are issued in three volumes—

Volume I—Orders.

,, II—Appendix and Special and Local Laws.

,, III—Forms.

2. (1) Orders marked with asterisk are issued by the Inspector-General of Police under Section 9 of the Madras District Police Act, 1859 (XXIV of 1859), with the approval of the Government.

(2) Orders and amendments printed in bold type are verbatim reproductions from orders of the Government or of any higher authority or from Codes and Manuals of other departments of the Government.

(3) The marginal entries against certain orders indicate the reference on which the order is based.

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THE MADRAS POLICE STANDING ORDERS

VOLUME I

PART I—PERSONNEL OF THE DEPARTMENT.

CHAPTER I.

INTRODUCTION.

1. The Police force of the State is under the general control of an Inspector-General of Police who is assisted by four Deputy Inspectors-General of Police, three in charge of ranges, and one in charge of Criminal Investigation Department and Railways and the Commissioner of the Madras City Police.

2. Each district is in charge of a Superintendent, who, when necessary, has the assistance of an additional Superintendent and one or more Assistant or Deputy Superintendents of Police.

3. Districts are divided into circles, in charge of which Inspectors are placed, and circles are subdivided into police station jurisdictions each of which is in charge of a Sub-Inspector with head constables and constables, and, if necessary, additional Sub-Inspectors subordinate to him.

4. Outposts, manned by a head constable and constables, are located where necessary, for the prevention and reporting of crime.

5. The village police, who are under the exclusive control of the Collector and his subordinates in the Revenue Department, assist the Police.

CHAPTER II.

RECRUITMENT, PAY, ETC., OF GAZETTED OFFICERS.

Indian Police Service.

6. (1) The rules prescribing the methods of recruitment to the Indian Police Service, pay, conditions of service, etc., are issued by the Central Government in exercise of the powers

conferred by sub-section (1) of section 3 of the All-India Services Act, 1951 (LXI of 1951). They are printed in the appendix (vide Volume II).

Direct recruitment.

(2) Direct recruitment to the cadre shall be made by the Central Government, from among the citizens of India, on the results of a competitive examination conducted by the Union Public Service Commission.

(3) Twenty-five per cent of the superior posts in the service are reserved for promotion of officers of the Madras Police Service. The remaining seventy-five per cent are open to officers recruited direct. Direct recruits will be termed 'Assistant Superintendents of Police'.

Rates of pay for officers of the Indian Police Service.

7. The scales of pay admissible to officers of the Indian Police Service shall be as follows :—

Junior Scale	Rs. 350—350—380—380—30—590—E.B.—30—770—40—850 (19 years).
Senior Scale	Rs. 600 (sixth year or under)—40—1,000—1,000—1,050—1,050—1,100—1,100—1,150 (22 years).

An officer belonging to the Indian Police Service who is appointed to the Selection Grade of that service shall receive a pay of Rs. 1,250 per mensem.

Senior and junior scales of pay.

G.Os. 131, Judl., 30 Jan. 1922 and 408, Judl., 17 Aug. 1922.

8. All officers enter on the 'junior scale', but when they attain certain posts of higher responsibility, they are classed as coming under the 'senior scale' and draw pay thereunder for so long as they hold such posts (whether officiating in them or appointed substantively to them).

Regulation of initial increments.

9. An Assistant Superintendent of Police shall draw his second and the third increments as soon as he passes the prescribed departmental examination or examinations irrespective of his length of service, after which he shall be entitled to draw pay at the rate corresponding to his position in the time-scale.

Explanation.—For purposes of this order the term 'increment' denotes actual increase in pay and not the actual stages on the time-scale.

Number of appointments above the time-scale.

10. The number of appointments above the time-scale held by officers of the Indian Police and the Indian Police Service should be at least 10 per cent of the cadre of each State.

The Madras Police Service—Recruitment, pay, etc.

11. The rules prescribing the methods of recruitment, conditions of service, etc., are printed in the Madras Services Manual, Volume II.

Increments—Withholding of.

12. (1) Government have laid down that where it is proposed to withhold an increment in an officer's pay as a punishment, the authority inflicting the punishment should, before the order is actually passed, consider whether it will affect the officer's pension and, if so, to what extent; if it is decided finally to withhold the increment, it should be made clear in the order that the effect of the punishment on the pension has been considered and that the order is intended to have this effect. **G.O. 945, Pub., 4 Aug. 1930.**

(2) Stoppage at the efficiency bar has been recognized to be a punishment, but the orders above regarding the withholding of increment should not, however, be regarded as applicable to stoppage at an efficiency bar. **G.O. 1183, Pub. (Ser.), 13 Sep. 1932.**

Promotion from the Madras Police Service to the Indian Police Service.

13. Promotion from the Madras Police Service to the Indian Police Service will normally be to the rank of Superintendent, the ultimate object being the reservation for the officers of the Madras Police Service of 25 per cent of the superior posts on the Indian Police Service cadre.

Grants for uniform.

14. The rules regulating the grants to the officers of the Indian Police Service for the purchase and renewal of uniform are contained in the Indian Police Service (Uniform) Rules, 1954, issued by the Central Government. Rules regulating the initial and renewal grants to the officers of the Madras Police Service are in the special rules framed for the Service and printed in Volume II of the Madras Services Manual.

Resignation of appointment.

G.O. 40, Pub., 23 Jan. 1920.

15. No officer of the Indian Police or the Indian Police Service or the Madras Police Service is entitled to resign his appointment without the previous sanction of the Central Government or the State Government as the case may be.

NOTE.—This order applies only to those who entered service on or after the 3rd October 1919.

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CHAPTER III.

TRAINING OF GAZETTED OFFICERS.

Assistant Superintendents of Police to be on probation.

16. (1) Assistant Superintendent of Police on appointment will be on probation for a period of two years from the date of his appointment.

Training at the Police Training College.

(2) Every probationer shall on appointment undergo training for a period of not more than one year at the Central Police Training College. At the end of the period of his probation at the said Training College, every probationer shall be required to obtain such marks at a final examination to be conducted as the Central Government may, in consultation with the Union Public Service Commission, decide. The subjects of the said examination shall be such as the Central Government may, in consultation with the Union Public Service Commission, prescribe and will include tests in riding and drill, etc.

Training in districts.

(3) Upon the completion of their training at the College, the Assistant Superintendents will be posted to districts to learn their work practically. They will be placed directly under the Superintendent, who will be held responsible for having them trained in every branch of their work. The Superintendent should see that the Assistant Superintendent is thoroughly instructed in the routine of the District Police Office and shall take him on tour showing him how to inspect stations and investigate cases. The Assistant Superintendent will send in a weekly report which will be submitted to the Inspector-General. The Assistant Superintendent will also do duty as Inspector in charge of a circle for a period of at least three months.

Posting to a Subdivision.

(4) After an Assistant Superintendent has shown himself capable of taking charge of a subdivision, he may be posted to the charge of one.

Deputy Superintendents of Police.

17. The rules regulating the training of Deputy Superintendents recruited direct are in the special rules for the Madras Police Service printed in Volume II of the Madras Services Manual.

NOTE.—Gazetted Officers of other States deputed for training in the Police Training College, Vellore, will be subject to the same training and instructions as Deputy Superintendents of the Madras Police.

CHAPTER IV.

EXAMINATIONS FOR GAZETTED OFFICERS.

Indian Police Service.

18. Every probationer shall at or about the end of the period of training in the Central Police Training College appear at a final examination which shall be conducted by the Union Public Service Commission.

The examination shall be in three parts as prescribed below :—

	Maximum marks.
Part I—Written Examination—	
Indian Criminal Law	300
Medical Jurisprudence	50
Scientific aid to the detection of crime	100
Part II—Practical and Oral Tests—	
First Aid	50
Drill	50
Equitation	50

Part III—Qualifying Tests—

(1) Hindi.
(2) Police Wireless.
(3) Motor Mechanics and Traffic Duties.
(4) Elementary Building Principles.
(5) Plan Drawing.
(6) Ballistics.

Every probationer shall be required to obtain such minimum number of marks as the Central Government may, from time to time, determine, in each subject at the Written Examination and in Practical and Oral Tests.

19. An Assistant Superintendent of Police shall pass a language test by the Lower Grade before the end of two years and by the Higher Grade before the completion of four years from the date of his appointment.

Deputy Superintendents of Police.

G.O. 1070, Judl. Aug. 4 1908.

20. (1) Deputy Superintendents of Police recruited otherwise than by promotion from the Madras Police Subordinate Service should appear for the examinations specified in the Madras Police Service Rules whenever such examinations are held, until they pass.

(2) They should also appear for a test in "First Aid to the injured", conducted by the St. John's Ambulance Association, whenever such examination is held.

CHAPTER V.

PROMOTION OF GAZETTED OFFICERS.

Deputy Inspector-General and Superintendent, Selection Grade.

G.O. 3161, Home, 9 June 1939.

21. (1) Appointments to the Selection Grade, in the Indian Police or the Indian Police Service, are made strictly by selection. All officers who have rendered exceptionally meritorious service as Superintendents of Police will be deemed eligible for appointment, provided that no officer shall be promoted to that grade who is considered unfit for promotion to the rank of Deputy Inspector-General of Police. Appointment to the post of Selection Grade Superintendent of Police will not, however, necessarily mean that the Government have finally decided that the officer so appointed is fit for promotion to the rank of Deputy Inspector-General when such a vacancy arises.

(2) Promotion to the rank of Deputy Inspector-General is also made by selection.

NOTE.—Officiating appointments to the Selection Grade in the Indian Police Service are admissible.

Termination of probation.

22. A probationer shall be liable to be discharged from the service—

(*a*) if he fails to pass the final examination in the circumstances mentioned in rule 9 of the Indian Police Service (Probation) Rules, 1954; or

(*b*) if on any information received relating to his nationality, age, health, character and antecedents, the Central Government is satisfied that the probationer is ineligible or unfit for being a member of the service; or

(*c*) if he fails to comply with any of the provisions of the Indian Police Service (Probation) Rules, 1954.

Seniority.

23. Every officer shall be given an year of allotment and the year of allotment so given shall determine his seniority in the gradation list.

Removal from service.

24. (1) The authority competent to remove from service a member of the Indian Police Service who is proved to be unfit for further advancement, shall be the Central Government.

(2) No officer will be so removed until he has had full notice of the grounds on which inefficiency is charged against him and an opportunity of making his defence.

Madras Police Service Officers—Removal from service for inefficiency.

25. The rules in Order No. 24 (1) regarding the removal of Indian Police Service Officers for unfitness for further advancement apply also to the Madras Police Service Officers, with the modification that the power to remove an officer or to order his retirement will be exercised by the State Government. G.O. 2347, Home Jrdl. 20 Sep. 1920.

CHAPTER VI.

RECRUITMENT, PAY, EXAMINATIONS, ETC., OF NON-GAZETTED OFFICERS.

The Madras Police Subordinate Service, etc.—Recruitment, Pay, etc.

26. The rules for the Madras Police Subordinate Service and the Malabar Special Police Subordinate Service issued by the State Government prescribing the methods of recruitment, the conditions of service, the pay and allowances and pensions are printed in Annexures I and II respectively.

27. (*a*) The conditions of service of the various ranks of the Police, have been defined in the rules and orders issued by the Government and the Inspector-General of Police from time to time. The following, however, are the general conditions :—

Every Police Officer shall conform himself implicitly to all rules which shall, from time to time, be made for the regulation and good order of the service and cultivate a proper regard for its honour and respectability.

(*b*) He shall serve and reside wherever he may be directed.

(*c*) He shall appear at all times in such police dress and accoutrements as shall, from time to time, be ordered to be worn by each respective rank of the service, and shall always be neat and clean in his appearance.

(*d*) He shall act with respect and deference towards all official authorities of the country and with forbearance, kindness and civility towards persons of all ranks. He shall observe a respectable and peaceful line of private conduct and avoid all partisanship.

(*e*) Any Police officer is liable to dismissal for unfitness, negligence, or misconduct, and he may be suspended or otherwise punished for minor offences by the competent authority.

(*f*) Every article of dress or accoutrement, lodgings, etc., which may have been supplied to a Police Officer at public cost, shall be immediately delivered up, or vacated, when he may cease to belong to the Police Force.

Training of Sergeants.

28. A Sergeant posted to a town for the first time should be trained for at least a month before he is allowed to take up his duties. He should accompany the Inspector or Sub-Inspector when they are engaged on duties in the town similar

to those that a Town Sergeant should be acquainted with. If the town is the District headquarters or a place where an Armed Reserve is stationed, he will also regularly attend Reserve parades during the period.

Direct Recruitment of Sergeants and Sub-Inspectors.

29. Selection of candidates for direct recruitment of Sub-Inspectors is made in the mufassal by the Deputy Inspector-General concerned and in the City of Madras by the Commissioner from a list of candidates prepared in consultation with the Inspector-General. Selection of candidates for direct recruitment of Sergeants (for the mufassal and Madras City) is made by the Inspector-General, the Commissioner of Police, Madras City, being consulted in regard to appointments in the City Police.

Practical training in districts.

30. During the period of practical training of Sub-Inspectors in the districts, Superintendents shall pay personal attention to their instruction and shall be held responsible for seeing that they are posted to circles held by the best Inspectors. These Sub-Inspectors should also be placed in charge of stations sufficiently heavy to provide a satisfactory test of their capability under careful supervision for periods sufficiently long, a transfer being avoided if possible, to enable Superintendents to form an opinion as to their suitability for confirmation or otherwise. The Superintendents will hold the oral examination in practice referred to in rule 18 (*a*) (1) (ii) of the Madras Police Subordinate Service Rules at least twice a year in the case of each Sub-Inspector of Police. The examination will be searching and questions on each of the following subjects and kindred matters will be asked :—

(1) Case work, including recording of first information, compiling of diaries, and preparing final report, etc. ;

(2) practical work of a station-house officer other than case work, such as the care of arms, kit inspection, etc. ;

(3) practical town duties, beats, regulation of traffic, etc. ;

(4) methods of detection, as illustrated by actual cases ;

(5) the use of confessions and approvers ;

(6) the prosecution of cases ;

(7) the treatment of old offenders ;

(8) preparation of pay bills, travelling allowance bills, etc.

Kannada Examination.

*31. Sub-Inspectors who have to pass the Kannada examination will appear for the examination which will be held in January and July. Candidates will be required to show their ability—

(1) to read manuscripts,
(2) to write, and
(3) to converse fluently.

Constables—Recruitment.

G.O. 1085, Judl., 6th Aug. 1908.

32. (1) In recruiting constables consideration must be paid to the question of physique, with regard to the duties required to be performed by the men and the nature of the locality in which they are to be employed.

G.O. Ms. 3637. Home, 21 December 1955.

(2) Ex-inmates of certified schools who were dealt with under section 29 of the Madras Children Act, 1920, should not be deemed to be disqualified, if otherwise qualified and suitable, for enlistment as constables. As regards other categories of ex-pupils of certified schools, each case should be considered on its merits.

G.O. 1132 Judl. 9th June 1913.

(3) There is no objection to the entertainment in the Police as buglers of youths, who, though they have committed an offence and have passed through the Borstal or Certified School, have probably been cured of their criminal tendencies.

Enlistment of Constables.

G.O. 447, Pub. (Ser.) 14 Mar. 1935.

33. (*a*) Superintendents should themselves inspect and select suitable candidates from among qualified applicants. Selected candidates should be arranged in order of merit and should be appointed as vacancies occur. For this purpose a standing list of such candidates should be maintained by the appointing authority from time to time. Periodical advertisements should be issued in the village sheets of the District Gazette indicating the procedure for enlistment in the Police Force.

G.O. Ms. 1421, Home, 23 May 1955.

(*b*) (1) It is essential that all persons to be recruited as constables should be given adequate notice of the date on which they are to report for duty. It is also very important that there is sufficient time between the date of reporting and the date on which the recruit is to be passported to the Recruits' School, so that during this period the recruit can be vaccinated and inoculated, have his clothing issued and properly fitted, and receive instruction how his clothing is to be worn. The forenoon of the first day of the month is, from every respect, the most suitable day for a recruit to report for duty.

(2) On the 15th of each month, or the next working day, the Superintendent of Police will have put up to him the number of vacancies in the constabulary on that day, and see that enlistment orders are despatched the same day. Vacancies arising after the 15th of the month, other than the known ones on account of superannuation, etc., will be filled up in the following month.

(3) In order that a recruit may know what his training and terms of services are, and in order thus to try to prevent early desertions, the enlistment order should be sent out in the following form :—

"Sri Velur Ramaswami Pillai Subramaniam Pillai is appointed as a temporary Police Constable from date of reporting for duty. He will report for duty at 2-00 p.m.* on 30th April 1955 at the District Police Office, Salem.

He will be sent to the Police Recruits' School, Coimbatore, on the afternoon of 15th May 1955 to undergo a six months' course of training, during which time his pay will be Rs. and dearness allowance Rs.

He is warned to provide himself with sufficient means to maintain himself until he is passported to the Recruits' School, as he will have to make his own arrangements for his meals and accommodation and under no circumstances he will be granted any advance of pay on enlistment. While at the Recruits' School, he will be required to take his meals in the School Mess, the cost of which will be deducted from his pay."

Medical Examination of Recruits.

34. Recruits will be sent to the District Medical Officer or Civil Surgeon for medical examination with the Enlistment Register (Form No. 1). Candidates for employment as police constables are exempted from payment of fees for vaccination certificates. G.O. 1085, Judl., 6th Aug. 1908.

Re-enlistment after Resignation.

35. Persons who resign their membership of a service can only be re-appointed to it on the basis of fresh recruitment. G.O. 266, Pub. (Ser.), 23rd Mar. 1933.

Panel for Assistant Law Instructors and Assistant Drill Instructors—Police Recruits' Schools.

36. A panel of Sub-Inspectors and head constables who are fit for transfer as Assistant Law Instructors and Assistant Drill Instructors in the Police Recruits' Schools will be maintained by the Deputy Inspectors-General, Western Range and

* (10-30 a.m. on the first of the month if it is a working day).

the Railways and Criminal Investigation Department. The Instructors will be selected from the districts which the Police Recruits' Schools serve, in consultation with the Deputy Inspectors-General concerned.

CHAPTER VII.

PROMOTION OF NON-GAZETTED OFFICERS.

Head Constables, Jamadars, Sub-Inspectors and Sergeants.

37. (1) Under the special rules for the Madras Police Subordinate Service, Inspectors, Sub-Inspectors, Reserve Inspectors Jamadars and head constables are selection categories. Promotion from the ranks of Sub-Inspectors, Sergeants, and head constables to the next higher category is made by the Deputy Inspectors-General and promotion to the rank of Jamadars from head constables is made by the Superintendent of Police subject to the approval of the Deputy Inspector-General of Police and to the rank of Head Constables from Constables is made by the Superintendents. The following instructions should be observed in the matter of making promotions :—

(*a*) *Promotion to posts of Inspector and Reserve Inspector*—(i) Superintendents will prepare and submit annually to their Deputy Inspectors-General lists in Form No. 2 of Sub-Inspectors and Sergeants who are regarded as suitable for promotion to the rank of Inspector and Reserve-Inspector respectively. These lists, which should be treated as confidential will be accompanied by the defaulter sheets and confidential sheets of the officers concerned. They should reach the Deputy Inspectors-General by 15th January each year. Deputy Inspectors-General will scrutinize these recommendations and submit to the Inspector-General confidentially by 1st February, lists of Sub-Inspectors in their ranges selected by them for promotion to the Inspectorate and of Sergeants considered by them to be suitable for promotion to posts of Reserve Inspector. The names in these range 'C' lists, as they will be called, will be arranged by the Deputy Inspectors-General in the order of preference which will be decided by merit and suitability and in a secondary degree by seniority and the lists will be accompanied by the Superintendents' recommendations in Form No. 2, the Deputy Inspectors-General's remarks and the records mentioned above.

NOTE.—Service Books need not be sent along with the recommendation rolls unless they are called for.

(ii) In the case of Sub-Inspectors in the ranges, the 'C' list will, after examination and approval by the Inspector-General, be returned to the Deputy Inspector-General concerned, copies being retained in the Office of the Inspector-General. The names of Sub-Inspectors of the Railway Police district recommended by the Deputy Inspector-General, Railways and C.I.D., will after approval by the Inspector-General be included in the relevant Range 'C' lists before such lists are returned to the Deputy Inspectors-General concerned. As regards Sub-Inspectors in the C.I.D., names of selected officers should appear both on the separate C.I.D. 'C' lists and on the 'C' lists of the ranges from which the selected officers were drawn.

In the case of Sergeants, a list for the entire State will be prepared by the Inspector-General and copies of it will be sent to the Deputy Inspectors-General.

(iii) Superintendents will submit annually to their Deputy Inspectors-General by 15th June recommendation rolls in respect of Jamadars fit for promotion to the rank of Sergeant. The Deputy Inspectors-General will scrutinize the recommendations and forward them to the Inspector-General by 1st July each year.

(iv) Recommendations for changes in the order of preference adopted in pre-existing approved "C" lists or for removals therefrom, otherwise than by promotion, will be supported by detailed reasons.

(b) *Promotion to posts of Sub-Inspectors.*—On admission of an officer to a selection category by officiating appointment otherwise than out of seniority his name will be transferred to the connected "B" list. When an officer has been declared to have completed probation satisfactorily, his name will go on to the "A" list. Seniority for promotion and juniority for reversion of the probationers are to be fixed by compartive seniority on the "A", "B" or "C" lists.

The following are the rules governing the promotion of head constables to the rank of Sub-Inspector :—

(1) Head constables considered fit for promotion to the rank of Sub-Inspectors have to undergo a course of training for a period of six months in the Police Training College, Vellore. Each Superintendent will make out a list of head constables in his district considered fit for promotion as Sub-Inspectors. Only men satisfying the conditions prescribed in rule 3 (c) of the Madras Police Subordinate Service Rules should be included in the list. G.O. Ms. 3239, Home, 14 Oct. 1946.

(2) For the selection of head constables for promotion as Sub-Inspectors, the S.S.L.C. standard should be kept in view as far as possible. Persons who have not studied up to the S.S.L.C. standard can be selected only in very exceptional cases. G.O. Ms. 723, Home, 23 Feb. 1950.

G.O. Ms. No. 3239, Home. 14 Oct. 1946.

(3) The Superintendents will submit the lists prepared by them to the Deputy Inspectors-General, who will, after holding a written as well as a *viva voce* examination including a drill test, select the men for the training. The number of head constables to be recruited each year will depend on the total number of vacancies intended for promotees in the cadre of Sub-Inspectors.

G.O. Ms. No. 823, Home, 26 Feb. 1951 and G.O. Ms. 3606, Home, 12 Sep. 1951.

(4) Orders regarding the holding of examinations for the head constables under training in the Police Training, College, Vellore, and the procedure for fixing their seniority, etc., are laid down in sub-rule (*e*) under rule 18 of the Madras Police Subordinate Service Rules.

(*c*) Periods of officiating service of officers both prior to and subsequent to the issue of the statutory rules should be taken into account. Stop-gap promotions made out of seniority do not count for probation and are to be excluded from total service for purposes of fixing the seniority of officers.

(*d*) (1) (i) It is necessary that "A" and "B" **lists** of constables admitted to the class of head constables should be kept by Superintendents. Separate "A", "B" and "C" lists should be maintained for station staffs and for the Armed Reserves, respectively; seniority on these lists will be fixed as in the case of the similar lists maintained for other ranks. Officiating promotion to head constables, out of seniority, will not count for probation, but Superintendents should not ordinarily make promotions, out of seniority, when it is known that vacancies are for periods of more than one month.

NOTE.—The Armed Reserves stationed at different centres in the Ramanathapuram district should be treated as a single unit and combined promotion lists maintained on this basis. Vacancies of less than two months at any centre, should, however, be filled locally by promotions out of seniority.

(ii) As regards temporary constables who have been trained in the Police Recruits' Schools, it will suffice if seniority lists are maintained by Superintendents, the men concerned being removed from the lists when they are appointed against permanent vacancies.

(2) Officers responsible for the preparation of the lists will regulate the numbers of officers on each "C" list to ensure (*a*) that on each occasion when a list is prepared or revised the number of names on it is not less than 10 per cent of the sanctioned strength of the category or rank to which officiating promotions from the list are to be made or of the proportion of such strength as may be replaced by promotion from the subordinate rank or category, as the case may be, within the jurisdiction to which the list refers, and (*b*) that on an average estimate of probable vacancies, the number of names on each "C" list is not likely by removals from the list to the connected "B" list in the ensuing year to fall below 5 per cent of the strength referred to in (*a*).

(3) Superintendents and Subdivisional Officers before handing over charge and proceeding on long leave or on transfer, will leave a note for their successors regarding the subordinate officers and men whose cases for promotion should be taken up for consideration at the time of the next periodical recommendations, requisite entries also being made in the confidential sheets concerned. This is necessary to prevent deserving cases being overlooked by officers who are new to their districts or subdivisions.

Rules for promotion to the rank of Head Constables or appointment to the posts of Naiks and Lance Naiks in Armed Reserves and Station and Circle Writers in the Taluk Police.

38. (1) A name shall not be entered in the "List of constables fit for promotion" (vide Order No. 132) until the man has qualified in an examination, written and oral, which the Superintendent shall hold at least once a year. The examination will be in drill, elementary law and general police work. The examinations for constables in Armed Reserves and the Taluk Police shall, however, be separate. Constables who have passed the examination for promotion in Armed Reserves shall be required to pass also the examination for promotion in the Taluk Police before they are appointed as head constables in the Taluk Police and *vice versa*. The Superintendent in holding these examinations may take such aid as he wishes. G.O. Ms. 3342, Home, 27 Aug. 1941

(2) (*a*) The Superintendent should ascertain both from the written and oral examinations what the real knowledge of the candidate is. Should it appear from the oral examination that a candidate has a satisfactory knowledge of elementary law and general police work, he should not be superseded merely because he cannot qualify in a written examination. The test is made a scriptory and oral one in order that Superintendents may personally satisfy themselves whether a candidate has that practical knowledge which fits him for promotion.

(*b*) Unless a candidate has a good working knowledge of finger print work, he should not be declared fit for promotion.

(3) Constables wishing to appear for the examination must apply for permission to do so and, in disposing of such applications, the Superintendent shall consider the length of each man's service, the number of defaults and the number of good service entries and rewards.

(4) All men who are considered to have qualified in the examination shall be placed on the list, and given a district

order to that effect. All removals from the list, either temporary or permanent, will be made by district order. Retention on the list is subject to continued good conduct.

(5) The endeavour should be to have a number of men on the promotion list not less than the number of officiating vacancies that is likely to arise among head constables.

(6) All vacancies of more than a month in the rank of head constable shall be filled by men on the promotion list.

(7) Only in very exceptional circumstances should constables, outside Reserves, who are unqualified to be "General Duty" or "station-writer" head constables be promoted.

(8) (*a*) Qualified constables should be promoted to the rank of head constable for merit and good service. Seniority, conduct, specially good work and ability to command men are all circumstances which should be taken into account in this connection. Seniority for purposes of promotion should not be regulated by the date of passing the qualifying examination.

(*b*) No one should be promoted to the rank of head constable who is incapable of maintaining an intelligent record in his note-book. This condition applies to Armed Reserves also.

G.O. Ms. 85, Home, 11th Jan. 1954.

(9) For appointment as Station-writers, constables should pass the examination prescribed in clause (1) of this order and be included in the list of constables fit for promotion as Station-writers. Vacancies of more than one month in the posts of station-writer should be filled by constables on that list. An examination will be held for all constables for inclusion in the Station-writer's list. From that list, only those who have acted at least for six months as Station writers will be allowed to sit for a separate head-constable's examination. Care should be taken to see that all constables in the list of station-writers are trained as early as possible as station-writers so that all will be able to sit at the earliest opportunity for the examination for promotion to the rank of head constables.

G.O. Ms. 3842, Home, 27 Aug. 1941.

(10) Constables in Armed Reserves shall, before appointment as Naiks or Lance Naiks, pass the examination prescribed in clause (1) of this order, and thus secure a place in the "List of constables fit for promotion."

Approved Service.

G.O. 1054, Pub. (Ser.), 11 June 1936.

***39.** (1) An increment is admissible as a matter of course unless it is specifically withheld. It may be withheld from a police officer (i) if his conduct has not been good or his work has not been satisfactory, and (ii) as a definite punishment for

a specific fault. When the withholding of an increment is not for any specific fault, the officer's defaulter sheet, the minute relating to any punishment recorded therein and other records bearing on his work and conduct should be perused and the grounds for imposing the penalty should be based on such records.

(2) Before an increment is withheld, the officer concerned should be informed of the grounds on which it is proposed to impose the penalty and he should be directed to show cause why it should not be imposed. The justification for the imposition of the penalty should then be examined and a statement of the findings and of the grounds thereof should be recorded in the order.

(3) Where it is proposed to withhold an increment in an officer's pay as a punishment, the authority inflicting the punishment should, before the order is actually passed, consider whether it will affect the officer's pension and, if so, to what extent; if it is decided finally to withhold the increment, the order should make it clear that the effect of the punishment on the pension has been considered and that its effect is intended. G.O. 945 Public, 4 Aug. 1920.

(4) In ordering the withholding of an increment, the withholding authority shall expressly state in the order— G.O. 619, Pub. (Ser.), 14 May 1930, and 511, Public, 27 May 1926.

(*a*) the period for which it is withheld,

(*b*) that the period for which it is withheld shall be exclusive of any interval spent on leave before that period is completed, and

(*c*) whether the postponement shall have the effect of postponing future increments.

(5) An increment of pay will take effect from the date following that on which the prescribed period of approved service is completed. G.O. 1700, Judl., 23 Nov. 1910.

(6) Increments accruing during leave of any kind can be granted only on the expiry of such leave. G.O. 1700, Judl., 23 Nov. 1910.

(7) Police constables employed on temporary service in additional or special forces or in other temporary establishments sanctioned in the same time-scale as the District Police are permitted to count continuous service in such forces for increment on their transfer to the permanent establishment, provided there is no break in their service. G.O. 436, Pub. (Pol.), 12 Aug. 1929.

(8) The previous service of constables who have been re-enlisted will not count for increment. G.O. 1700, Judl., 23 Nov. 1910.

G.O. 1700, Judl., 23 Nov. 1910.

(9) A constable who has retired on an invalid or on a compensation pension and is subsequently re-employed should, if his previous service counts for pension under articles 514 and 519, Civil Service Regulations, also count such service for increments.

(10) Constructive war service of not less than one year in the Second World War will entitle a candidate to the grant of higher initial pay.

CHAPTER VIII.

REWARDS.

Rewards—Subordinate Police Officers including policemen of other States in India.

G.O. Ms. 3346, Home, 14 Nov. 1944.

*40. (1) (*a*) Money rewards within the sanctioning powers of the officers mentioned in Order No. 41 may be granted only to constables, head constables, Sub-Inspectors of Police and Sergeants, for service of special merit, but not for work, such as taking action on admissions or confessions made after arrest, which shows no outstanding detective skill. Even in the case of head constables, Sub-Inspectors and Sergeants good work should, where possible, be rewarded in other ways, e.g., by accelerated promotion, rather than by grants of money.

G.O. Ms. 1626, Home, 15 Apr. 1950.

(*b*) Money rewards may also be granted to the Malabar Special Police, Special Armed Police personnel of and below the rank of Jamadars for service of special merit but not for work which does not show any outstanding skill. Even in their cases good work should, wherever possible, be rewarded in other ways, e.g., by accelerated promotion, rather than by grants of money.

(2) All Police officers, other than gazetted officers, may, however, accept money rewards in the following cases :—

(*a*) Rewards offered by the Government.

(*b*) Rewards offered by private persons subject to orders of the Commissioner of Police, or the Deputy Inspector-General of Police, as the case may be, whether the rewards should go to the individuals concerned, or to a police fund, or partly to each.

G.O. Ms. 3369, Home, 16 Sep. 1952.

(*c*) Rewards offered by Courts under section 11-A of the Madras Gaming Act, 1930, and under section 50 of the Madras City Police Act, 1888.

(3) Police officers of and below the rank of Sub-Inspectors may accept money rewards in the following cases also :— G.O. Ms. 2712, Home, 16 July 1948.

(*a*) Rewards offered by the Customs, Salt and Excise Departments.

(*b*) Rewards offered by other States in India.

(4) Rewards in connexion with cases brought to trial should be granted as speedily as possible after convictions. The recommendation roll submitted to the sanctioning authority should from the outset be treated as strictly confidential. It should give information of the sentence passed and of any observations made by the Court on the conduct of the Police; and should narrate the part played by each individual with the reasons for regarding it as specially meritorious in character. G.Os. 4434, Home, 12 Sep. 1938, 5843, Home, 1 Dec. 1941, 1534, Home, 23 Apr. 1942, and Ms. 3003, Home, 21 Aug. 1942.

Rewards—Sanctioning powers of officers.

41. The Inspector-General and the Commissioner of Police have been empowered to sanction rewards to Police Officers up to a limit in any one set of circumstances of Rs. 500, Deputy Inspectors-General up to Rs. 300 and Superintendents up to Rs. 150. The maximum reward that can be sanctioned by the Inspector-General or the Commissioner of Police, or Deputy Inspector-General to any one Police Officer will not exceed Rs. 250. In the case of the Superintendent of Police, the maximum will be Rs. 100. G.Os. 94, Home (Judl.), 12 June 1920, 2746, Home, (Judl.), 3 Nov. 1920, and 484, Judl., 26 Aug. 1925.

Subdivisional Police Officers (or officers of corresponding rank) have been empowered to sanction rewards to head constables and constables up to a limit of Rs. 25 in any one set of circumstances. The maximum reward that can be sanctioned by a Subdivisional Police Officer to a head constable or constable will not exceed Rs. 5. G.O. Ms. 2465, Home, 29 June 1948.

Recapture of escaped sub-jail prisoner.

42. A reward to a Police Officer for the recapture of a prisoner who has escaped from a subsidiary jail is payable by the Police Department. G.O. 876, Judl., 29 May 1905.

Rewards by other departments.

43. (1) Rewards granted to Police Officers by officers of other departments may be disbursed to them direct, the Commissioner or Superintendent, as the case may be, being informed of the fact. G.O. 876, Judl., 29 May 1905.

(2) Rewards granted to the constabulary by the Collector of Salt Revenue or the Commissioner of Excise will be paid by the Assistant Commissioner to the Inspector of Police,

who will disburse them, sending particulars to the Superintendent for entry in the man's service roll and small service book.

NOTE.—The reward amounts in the above cases should be disbursed only after the issue of a District Order by the Superintendent of Police.

(3) Rolls applying for reward for the recapture of escaped prisoners from District and Central jails will be sent to the Superintendent of the jail concerned for transmission to the Inspector-General of Prisons. They must clearly show that the officer recommended is deserving of reward.

Rewards For saving life and property and putting out fires, etc.

G.Os. 876, Judl., 29 May 1905, and 458, Pub. (Pol.), 26 Aug. 1935.

44. Rewards for saving life, whether from fire or otherwise, are ordinarily granted by the Collector. The Inspector-General also is empowered to sanction rewards to Police subordinates for rescuing life and property and putting out fire, etc., subject to a maximum of Rs. 50 in each case.

Rewards for the capture of deserters.

45. Rewards are granted by the military authorities for the apprehension of deserters from the Army, but they will not be given in cases in which the deserter gives himself up nor when there is collusion between him and his captor as to the reward.

Rewards offered by other States in India.

G.Os. 828, Judl., 29 Mar. 1916, and 2250, Home (Judl.), 10 Sep. 1920.

46. Acceptance of any present, emolument, or office af any kind from or under any foreign State without the consent of the President is prohibited under the Constitution. Permission to accept rewards offered by other States in India or officers of such States empowered by them to grant rewards, may be granted by the Inspector-General and the Commissioner of Police up to a limit of Rs. 500, by the Deputy Inspector-General up to a limit of Rs. 200, and the Superintendent up to a limit of 50 in any one set of circumstances, subject to the condition, that the maximum reward that may be granted by these authorities to any one Police Officer does not exceed Rs. 250, Rs. 50 and Rs. 25, respectively ; in other cases with the previous sanction of the Government.

Publication.

47. Rewards granted by Government or by the Inspector-General will be published in the Police Gazette. Rewards granted by the Commissioner of Police, the Deputy Inspectors-General of Police and Superintendents of Police will be published in the Police Crime and Occurrence Sheet.

Form of rewards.

* **48.** Rewards may generally take the form of money, clothes or jewellery. But medals also may be granted in exceptional circumstances with the prior approval of the Government. G.O. Ms. 1463, Home, 27 May 1955

Rewards to private persons.

49. (1) Rewards to private persons for the apprehension of offenders and for intelligence leading to the discovery of crime may be sanctioned and paid by the undermentioned officers up to the limits shown against each in any one set of circumstances :— G.Os. 498, Judl., 12 Mar. 1913, 880, Judl., 17 Apr. 1914, and 2879, Home (Judl.), 18 Nov. 1920.

	RS.
Inspector-General	500
Commissioner of Police, Madras ..	500
Deputy Inspectors-General	300
Collector	200
Superintendents	150

(2) The State Government may, in recognition of special service rendered to the Police or to the criminal administration, by a private person, make a gift to that person, or to his heir or widow, of a State land of a value not exceeding Rs. 500 or may grant him or his heir or widow, an assignment of land revenue not exceeding Rs. 15 a year, for one life or for a term of twenty-five years, whichever period may be the longer. The grant may be made partly in the form of a gift of land and partly in the form of an assignment either of the land revenue of that land or of other land; but the total estimated value of the grant will not exceed Rs. 500. The grant will be made on the condition that it will not be alienated without the sanction of the Collector and when it is in the form of an assignment of land revenue, it will be subject to the condition of loyalty and good conduct. G.Os. 880, Judl., 17 Apr. 1914, and 2879, Home (Judl.), 18 Nov. 1920.

NOTE.—Village officers and village servants should be regarded as "private persons". Officers of other departments, not being village officials, cannot be regarded as "private persons" for the grant of rewards. Before a reward is paid to such officers, their local departmental superiors should be consulted.

Grant of Certificates and Letters of Thanks.

50. (1) Collectors are permitted to issue formal proceedings conveying their thanks to public servants or private persons for services rendered and such proceedings will be published in the District Gazette. It will generally be sufficient to communicate a copy of these proceedings to the individuals G.Os. 323, Pub., 16 Mar. 1914, and 1928, Home (Judl.), 7 Aug. 1920.

concerned, but, if exceptional circumstances require it, Collector may issue certificates engrossed on parchment paper in acknowledgment of the services rendered. The issue of printed certificates is prohibited. Parchment sheets can be had on application to the Controller of Stationery and Printing.

G.O. 389, Judl., 1 Sep. 1927.

(2) Superintendents may grant to private individuals and others, letters of thanks or, in exceptional circumstances, certificates engrossed on parchment paper acknowledging services rendered by these persons to the Police in cases where money rewards are not appropriate.

Certificates to private individuals—Grant by Non-Gazetted Police Officers—Prohibited.

*51. Police officers of non-gazetted rank are prohibited from granting certificates in their official capacity to private individuals and others for any services rendered to the Police.

Meritorious Service Entries and Good Service Entries.

G.O. Ms. 2465, Home, 29 June 1948.

*52. (1) Meritorious Service Entries will be awarded for conspicuous good work meriting special recognition. Inspectors of Police and Reserve Inspectors alone will be eligible for these awards which will be made by the Inspector-General of Police.

(2) Good Service Entries will be awarded for good detection, display of skill, or any work meriting special recognition. Good Service Entries will be awarded to Head Constables and Constables by the Subdivisional Police Officer or an officer of corresponding rank and to all other subordinate Police officers by the Superintendent.

G.O. Ms. 818, Home, 1 Mar. 1947.

(3) Meritorious Service Entries and Good Service Entries awarded to Inspectors and Reserve Inspector will be entered in their service books and Good Service Entries awarded to officers of lower rank will be entered both in their service books or service rolls and small service books. A district order will issue in each case.

The President's Police and Fire Services Medal—The Police Medal.

53. The President's Police and Fire Services Medal and the Police Medal will be awarded to the members of Police Forces and organised Fire Services in consideration of meritorious service or gallantry and outstanding devotion to duty. Recommendations for the award of the medals should be marked secret and submitted to the Assistant Inspector-General through the Deputy Inspector-General immediately after the performance of the acts, which occasion the recommendations, the written opinion of the District Collector concerned should also be obtained and forwarded in such cases.

In other cases the awards will be made twice a year on the occasion of the Republic Day (26th January) and the Independence Day (15th August). Recommendations for the awards which are due with the Government by the 26th September and 15th April should be marked secret and submitted through the Deputy Inspector-General so as to reach the Assistant Inspector-General by the 10th August and 1st March respectively each year. Full names of the individuals recommended, their rank, the number of years of their service in the Police and full details of their previous good work and of the particular act or acts for which the grant of the medal is recommended with dates of incidents referred to should be given. A list of good service entries and rewards earned by them should accompany the recommendations. It should also be stated whether the nominees have at any time incurred the censure of a Court or have been concerned in proceedings that have been censured by Courts of Law. A certificate in the following form should be furnished in respect of each recommendation :—

CERTIFICATE.

" Certified that the integrity of Sri.... .... recommended for the award of the $\frac{\text{President's Police and Fire Services Medal}}{\text{Police medal}}$ for $\frac{\text{gallantry}}{\text{distinguished/meritorious service}}$ is above suspicion and that he has never incurred censure nor was concerned in proceedings that was censured in a Court of Law.

Certified also that no judicial proceedings are pending in respect of the incident underlying the recommendation. } For gallantry only.

(2) The qualifications for the present of the medals are given in clause 3 of the Statutes governing their grant, issued by the President.

The Statutes and Rules governing the award of the President's Police and Fire Services Medal and the Police Medal are printed below :—

The President's Police and Fire Services Medal and the Police Medal.

NOTIFICATION.

New Delhi, the 1st March 1951.

No. 3. Pres.—The President is pleased to institute the following awards to be conferred on members of Police Forces and organized Fire Services throughout the Indian Union in consideration of meritorious service or gallantry and outstanding

devotion to duty, to be designated "President's Police and Fire Services Medal" and "Police Medal" respectively and to make, ordain and establish the following statutes governing them which shall be deemed to have effect from the twenty-sixth day of January in the year one thousand nine hundred and fifty.

President's Police and Fire Services Medal.

Firstly—The award shall be in the form of a medal and styled and designated the **PRESIDENT'S POLICE AND FIRE SERVICES MEDAL** (hereinafter referred to as the Medal).

Secondly—The medal shall be circular in shape, made of silver with gold gilt, one and three-eighth inches in diameter and shall have embossed on the obverse the design of the President's flag on a shield in the centre and words "President's Police and Fire Services Medal" above and "INDIA" below the shield along the edge of the medal separated by two five-pointed heraldic stars. On the reverse, it shall have embossed the State Emblem in the centre and the words "FOR GALLANTRY" or "FOR DISTINGUISHED SERVICE", as the case may be, along the lower edge and a wreath joined by a plain clasp at the top along the upper edge. On the rim, the name of the person to whom the medal has been awarded, shall be inscribed.

Thirdly—The medal shall only be awarded to those who have either performed acts of exceptional courage and skill or exhibited conspicuous devotion to duty as members of a recognized Police Force or Fire Service within the territory of India.

Fourthly—The names of those to whom this medal may be awarded shall be published in the Gazette of India and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

Fifthly—Each medal shall be suspended from the left breast and the riband, of an inch and three-eighth in width, shall in the case of distinguished service, be half blue and half silver white; and in the case of awards for acts of exceptional courage and gallantry the riband will be half blue and half silver white, the two colours being separated by a vertical red line one-eighth inch in width.

Sixthly—Any act of gallantry which is worthy of recognition by the award of the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL, but is performed by one upon whom the Decoration has already been conferred may be recorded by a Bar attached to the riband by which the medal is suspended. For every such additional act an additional Bar may be added and for each Bar awarded a small silver rose with gold gilt shall be added to the riband when worn alone.

Seventhly—It shall be competent for the President to cancel and annul the award to any person of the above Decoration and that thereupon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Decoration which may have been so forfeited. Every person to whom the said Decoration is awarded, shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Eighthly—It shall be competent for the President to make rules to carry out the purposes of these statutes.

Police Medal.

Firstly—The award shall be in the form of a medal and styled and designated the POLICE MEDAL (hereinafter referred to as the Medal).

Secondly—The medal shall be circular in shape, made of bronze, one and three-eighth inches in diameter, and shall have embossed on the obverse the State Emblem in the Centre, and the words "POLICE MEDAL" above and the State motto "Satyameva Jayate" in Devanagri script at the bottom of the State Emblem along the edge of the medal separated by two five-pointed heraldic stars. On the reverse, it shall have embossed the words "FOR MERITORIOUS SERVICE" or "FOR GALLANTRY" as the case may be, exactly at the centre enclosed between two parallel straight lines connected at either end to each other by a concave line, and the words "INDIAN" above and "POLICE" below, the whole being encircled by a wreath joined by a plain clasp at the bottom. On the rim the name of the person to whom the medal has been awarded shall be inscribed.

Thirdly—The medal shall be awarded to only those members of a recognized Police Force or of a properly organized Fire Service within the territory of India, who have performed service of conspicuous merit and gallantry.

Fourthly—The names of those to whom this medal may be awarded shall be published in the Gazette of India and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

Fifthly—Each medal shall be suspended from the left breast, and the riband, of an inch and three-eighth in width, shall be dark blue with a narrow silver stripe on either side and a crimson stripe in the centre, and in the case of awards for acts of conspicuous gallantry, each of the blue portions of the riband shall contain a silver line down the middle.

Sixthly—Any distinguished conduct or act of gallantry which is worthy of recognition by the award of the "POLICE MEDAL", but is performed by one upon whom the Decoration has already been conferred, may be recorded as a Bar attached to the riband by which the medal is suspended. For every such additional act an additional Bar may be added and for each Bar awarded a small silver rose shall be added to the riband when worn alone.

Seventhly—It shall be competent for the President to cancel and annual the award to any person of the above Medal and that thereupon his name in the Register shall be erased. It shall, however, be competent for the President to restore any medal which may have been so forfeited. Every person to whom the said Decoration is awarded shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Eighthly—It shall be competent for the President to make rules to carry out the purposes of these statutes.

SHAVAX A. LAL,
Secretary.

No. 4—Pres.—In accordance with the statute "eighthly" of the Statutes relating to the award of the President's Police and Fire Services Medal and the Police Medal, the following rules governing them are notified :—

President's Police and Fire Services Medal.

(1) Recommendations for awards on the ground of conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown ; and in special circumstances recommendations for awards on other grounds may be made at any time for an immediate award.

(2) All recommendations shall state the name and rank of the person recommended, the name of the Police or Fire Service of which he is or was a member and particulars of the gallantry or service for which the grant of the medal is recommended.

(3) The number of medals awarded in any one year shall not exceed forty-five, unless the President is of opinion that special circumstances in any year justify the award of medals in excess of that number.

(4) The medal shall be awarded—

(i) For conspicuous gallantry in saving life and property or in prevention of crime or arresting criminals, the risk incurred being estimated with due regard to the obligations and duties of the officer concerned ;

(ii) a specially distinguished record in Police service ;

(iii) success in organizing Police or Fire Services, or in maintaining their organizations under special difficulties ;

(iv) special service in dealing with serious or widespread outbreaks of crime or public disorder, or fire ; and

(v) prolonged service, but only when distinguished by very exceptional ability and merit.

(5) When awarded for gallantry, the medal will carry a monetary allowance at the rates and subject to the conditions set forth below. The charges thereof shall be borne by the revenues of the State concerned.

(a) The allowance should be granted only to officers of and below the rank of Inspector of Police.

(b) The amount of the allowance should depend on the rank of the recipient at the time when the act of gallantry is performed and it should continue to be paid at that rate on promotion to higher ranks (including ranks above that of Inspector).

(c) In the case of an officer already in receipt of an allowance, an addition should be made to the allowance, on the award of a Bar to the Medal, according to the rank of the recipient at the time when the services for which the Bar is awarded, are rendered, provided that if at the time of the award of the Bar, the recipient is of higher rank, than when he was awarded the Medal, he shall be entitled to substitute for the original allowance plus the additional allowance, the amount of allowance he would be entitled to draw had he been awarded the Medal in his present rank.

(cc) Where an officer who has already been awarded either the King's Police and Fire Services Medal or that Medal and a Bar or Bars thereto for gallantry is subsequently awarded, the President's Police and Fire Services Medal for a further act of gallantry, he shall be paid a monetary allowance attached to the Bar to the latter medal in addition to the original allowance and not the full allowance attached to the medal itself. Where an officer who has already been awarded the Indian Police Medal for gallantry is subsequently awarded the President's Police and Fire Services Medal for a further act of gallantry, he shall be paid the full allowance attached to the latter medal in addition to the original allowance.

(d) The allowance should be granted from the date of the act for which the award is given, and, unless it is forfeited for misconduct, will continue until death.

(e) Where an individual is in receipt of the allowance at the time of his death, it shall be continued for life or till re-marriage to his widow (the first married wife having the preference). In the case of a posthumous award of the Medal or a Bar, the allowance should be paid, from the date of the act for which the award is made, to the widow (the first married wife having preference) for her life or till re-marriage.

The rates of the allowance for the different ranks will be as follows :—

Rank.	Allowance for medal or for Bar awarded to an Officer not already in receipt of an allowance.	Allowance for Bar awarded to an Officer already in receipt of an allowance.
	Rs.	Rs.
Inspector, Civil Police, Subedar Major and Subedar, Military Police, District Fire Officer and Fire Station Officer I.	40 per mensem.	20 per mensem.
Deputy Inspector, Sub-Inspector and Sergeant, Civil Police, Jamadar, Military Police, and Fire Station Officer II.	25 per mensem.	12 per mensem.
Assistant Sub-Inspector, Civil Police and Head Leading Fireman.	20 per mensem.	10 per mensem.
Head Constable, Civil Police, Havildar and Naik, Military Police, Leading Fireman and Selection Grade Fireman.	15 per mensem.	7 per mensem.
Constable, Civil Police, Sepoy Military Police, Driver and Fireman.	10 per mensem.	5 per mensem.

(6) The medal is liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such conduct, as in the opinion of the President, brings the force into disrepute.

(7) Recommendations for the announcement of awards for distinguished service on the 26th January (Republic Day) and 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home Affairs not later than the 26th November and the 15th June respectively each year.

Police Medal.

1. Recommendations for awards on the ground of conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown ; and in special circumstances, recommendations for awards on other grounds may be made at any time for an immediate award.

2. Each recommendation will state the name and rank of the person recommended, the Police Force or Fire Service of which he is or was a member and particulars of the action or service for which the grant of the medal is recommended.

3. The number of medals awarded in one year (excluding Bar) shall not exceed one hundred and seventy-five, but if the President considers that special circumstances in any one year justify the award of medals in excess of one-hundred and seventy-five, the number shall not exceed two hundred.

4. The medal will be awarded—

(i) for conspicuous gallantry, awards for gallantry will be made as soon as possible after the event occasioning the grant ;

(ii) for valuable services characterised by resource and devotion to duty including prolonged service of ability and merit.

5. (*a*) When awarded for gallantry the Medal will carry, subject to the conditions set forth for the President's Police and Fire Services Medal, a monetary allowance at half the rates sanctioned for the award of PRESIDENT'S Police and Fire Services Medal for gallantry. The charges thereof shall be borne by the revenues of the State concerned.

(*b*) Where an Officer who has already been awarded either the Indian Police Medal or that medal and a Bar or Bars thereto for gallantry is subsequently awarded the Police Medal for a further act of gallantry, he shall be paid a monetary allowance attached to the Bar to the latter medal in addition to

the original allowance and not the full allowance attached to the medal itself. Where an Officer who has already been awarded the King's Police and Fire Services Medal for gallantry is subsequently awarded the Police Medal for a further act of gallantry, he should be paid the full allowance attached to the latter medal in addition to the original allowance.

6. The medal for gallantry shall be worn next to and immediately after the "PRESIDENT'S POLICE AND FIRE SERVICES MEDAL" for distinguished service.

7. The award of the medal will not be a bar to the subsequent award of the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL.

8. The medal is liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such conduct as in the opinion of the President, brings the force into disrepute.

9. Recommendations for the announcement of awards for meritorious services on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home affairs not later than the 26th October and 15th May respectively each year.

Wound Stripes.

54. (1) "Wound Stripes" in recognition of services undertaken during the war commencing from the 3rd September 1939 may be worn by Police officers and also by special constables when the latter are required to wear a regular uniform.

(2) A list of wounds or injuries which would qualify for "Wound Stripes" is given below—

(*a*) In an operational area—wounds or injuries due to enemy action whether received on duty or otherwise.

(*b*) In a non-operational area—wounds or injuries due to enemy action received when on duty and involving not less than seven consecutive days of incapacity. In an operational or non-operational area, wounds or injuries due to accidents on duty or arising directly out of the employment, but not directly due to enemy action and self-inflicted wounds will not be a qualification for the Stripes.

(3) Regulations instituting "Wound Stripes" are printed in Police Standing Order Book, Volume II.

Services in other States—Verification before medals are recommended.

55. When a Police officer is recommended for the award of the President's Police and Fire Services Medal or the Police Medal in recognition of services rendered by him in a State other than that to which he belongs, the facts of the case should be referred for verification to the Inspector-General of Police of the State concerned and the latter's certificate of verification should be forwarded with recommendation. G.O. 654, Pub. (Pol.), 2 Dec. 1932.

CHAPTER IX.

PROSECUTION OF NON-GAZETTED OFFICERS, LEGAL ASSISTANCE TO POLICE OFFICERS AND THE INSTITUTION OR DEFENCE OF SUITS BY THE GOVERNMENT.

Sanction to prosecute Police Officers.

***56.** No criminal prosecution of a Police officer for an offence committed in his official capacity shall be instituted without the sanction of an officer not inferior in rank to a Superintendent. This does not affect the right of the magistracy or of private individuals to initiate such proceedings—*See* also Order No. 690 in Chapter XXXIV.

57. Except with the previous sanction of the Inspector-General of Police, no civil suit or criminal prosecution shall be instituted by a Police officer in his individual capacity against another Police officer in respect of (*a*) wrongs done to him in his official capacity, or (*b*) offences committed against him, by the latter in his private or official capacity.

Prosecution under Police Act for minor offences.

58. Criminal prosecution of Police officers under the Madras District Police Act, 1859 (XXIV of 1859) for minor offences, which can be dealt with departmentally under section 10 of the Act, is illegal.

Punishment after conviction.

***59.** (1) A Police officer, convicted of an offence involving moral turpitude and sentenced to undergo imprisonment, shall ordinarily be dismissed or removed from service unless he is retained in service with the special orders of the G.O. Ms. 1534, Home, 25 May 1956.

Inspector-General of Police. In cases where a Police officer is convicted and sentenced to undergo imprisonment for an offence not involving moral turpitude, he may be compulsorily retired from service by the competent authority.

(2) A Police officer sentenced to fine only need not be dismissed or removed or compulsorily retired. The authority competent to pass an order of dismissal shall decide whether he deserves dismissal, or removal, or compulsory retirement or any other lesser punishment and act accordingly.

(3) Notwithstanding anything contained in clauses (1) and (2) the punishment to be awarded to a Police officer in respect of his first conviction for an offence under section 4, 4-A, 5 or 7 of the Madras Prohibition Act, 1937, shall be decided on the merits of each case by the authority competent to pass an order of dismissal, and a Police officer convicted for the second time for an offence under section 4, 4-A, 5 or 7 of the said Act shall be dismissed or removed from service.

(4) Where an order of dismissal or removal or compulsory retirement is called for as a result of the conviction, such order should be passed immediately on conviction by the first trial Court and not postponed till the convicted Government servant has exhausted all his rights of appeal to higher Courts.

Procedure after acquittal.

G.O. 186, Judl., 21 Jan. 1884.

60. The Government have issued the following orders in the matter of reinstatement of a Government servant kept under suspension pending a criminal proceeding against him and of holding a departmental enquiry into the conduct of an officer who has already been tried in a criminal Court on the facts which formed the basis of the charge against him.

(1) When a Police officer has been tried and acquitted by a criminal court or has had his conviction quashed on appeal he should ordinarily be reinstated.

G.O. 488, Pub., 21 May 1926.

(2) (*a*) If on a full consideration of the same facts, a criminal court has arrived at a definite decision, which is neither reversed nor modified, it is not expedient that the department should proceed on the basis that proceedings in the criminal court were misconceived or that the judgment was erroneous, but

(*b*) if certain facts affecting the charge were not placed before the criminal court, or a definite aspect of the case was not considered by it, there is no objection to a departmental enquiry into matters which did not form the basis of the judicial proceedings.

(3) The Government do not wish it to be understood that the departmental authorities are not entitled, on grounds of legitimate suspicion, to order a departmental enquiry in all such cases. They do, however, wish to emphasize that in enquiries of this kind, the departmental authorities should not dissent from the conclusions arrived at by the Court of Law, unless fresh circumstances have brought to light lacunae or defects in the evidence before, or in the procedure of, such court.

Rules for the defence of Police officers in criminal prosecutions and civil suits.

61. (1) (*a*) Police officers will always be protected when it appears to the Government that they have acted in good faith but the Government do not bind themselves to undertake their defence when this is not the case. G.O. 1539 Home, 28 July 1936.

(*b*) When the Government decline to defend, it rests with the officer concerned to take such measures as he considers necessary at his own expense, but if the verdict of the Court is in his favour the Government will ordinarily reimburse his expenses. It is to be distinctly understood, however, that the Government do not undertake to pay any except reasonable expenses.

(*c*) When criminal proceedings are instituted against a Police Officer either by the Government or with their sanction, the Government will, as a general rule, decline to undertake his defence. However, in exceptional cases where the Police Officer concerned is unable to take measure for his defence at his own expense on account of financial or other valid reasons, the Government may sanction the defence provided (1) the Police Officer undertakes to refund the entire sum incurred by the Government in connexion with the conduct of his defence, if the case does not end in his favour and (2) the Government are satisfied about the chances of recovering such sum from the Police Officer. G.O. 1403, Home, 9 May 1956.

(*d*) When in pursuance of these rules, a Police officer engages, or is permitted to engage a counsel for his defence, the Government will not entertain any claim for expenditure incurred for such defence in excess of what they would have had to bear if the appropriate law officer of the Government had been engaged by them for the defence. G.O. Ms. 661, Home, 26 Feb. 1953.

(*e*) In every case to which clause (*d*) applies, the attention of the Police Officer shall be drawn to the relevant rules governing the payment of fees to the appropriate Law Officer of the Government.

G.O. 327, Home, 2 Feb. 1954.

(f) When a Police officer engages a private counsel at his own instance before his defence at State cost is sanctioned, the Government reserve to themselves full discretion either to decline to reimburse the officer or to sanction only such amount as in their opinion, represents the reasonable fee payable to the private counsel. It is to be distinctly understood that the Government do not undertake to pay to the private counsel either the entire fee actually paid by the Police Officer or the full regulation fee.

Information to be furnished.

(2) When any criminal prosecution or civil suit is instituted against Police officers except those of the C.I.D. and the Madras City Police, the officer concerned should at once inform the Superintendent of Police of the district in which he is serving. In the case of the officers of the C.I.D. and the Madras City Police, the report should be made to the Deputy Inspector-General of Police, Railways and C.I.D., and the Commissioner of Police, Madras respectively.

Civil suits or criminal prosecution against Police officers.

(3) In the case of a civil suit or a criminal prosecution against a Police officer in connection with the discharge of his official functions the following procedure shall be adopted :—

Procedure in civil suits.

(a) (i) If any suit is instituted against a Police officer in respect of anything purporting to be done in his official capacity either after the expiry of the period laid down in Section 53 of the Madras District Police Act, 1859, or without the notice required by Section 80 of the Code of Civil Procedure, 1908, having been duly served on him, he shall as a rule move the Court to dismiss the suit on the ground that it is instituted contrary to the provisions of those sections. If, however, the provisions of the sections are complied with, he shall immediately report to his superior officer all the circumstances necessary to the forming of an opinion on the case. When the report reaches the Superintendent he will at once, after making any enquiry that may be neccessary, report the facts fully together with his recommendations to the Collector who shall after consulting the Government Pleader forward the report for the orders of the Inspector-General. The Superintendent shall forward a copy of his report through the Range Deputy Inspector-General to the Inspector-General for information.

(ii) In suits in which the fee of the lawyer who may be engaged for the defence does not exceed a maximum of Rs. 300 for the whole case, the Inspector-General of Police may himself sanction the defence. In all other cases he shall forward the report with his recommendations for the orders of the Government. The scale of fee to be paid to the lawyer will be the regulation fee in the case of the Government Pleader and in the case of private counsel, a fee fixed by the Inspector-General of Police not exceeding the said regulation fee and subject to the limit of his sanctioning capacity. G.O. 2229 Home, 15 May 1940.

(iii) The Inspector-General of Police is empowered to write off costs awarded to Police officers in civil suits in which the defence of the officers has been sanctioned at public expense if such costs are irrecoverable, up to a limit of Rs. 300 in each case. G.O. 4263, Home, 21 Oct. 1940.

Criminal complaints.

(*b*) (i) If any criminal complaint is instituted against a Police officer in respect of any act done by him in his official capacity, he shall see whether such complaint is barred by the limitation imposed by section 53 of the Madras District Police Act, 1859 (XXIV of 1859) or section 81 of the Madras City Police Act, 1888 (Madras Act III of 1888) and if it is so barred he shall at once move the Court to dismiss it on the ground that it was instituted contrary to the provisions of those sections.

(ii) Section 197 of the Code of Criminal Procedure, 1898, lays down a special procedure in regard to criminal prosecutions against certain classes of officers. In those cases there will always be sufficient time to obtain the orders of the Government as to undertaking the defence of the officer and the officer concerned shall report the facts fully to the Superintendent of Police, who, after making any enquiry that may be necessary, shall report them to the Collector who shall, after consulting the Public Prosecutor forward the report for the orders of the Government through the Deputy Inspector-General of Police concerned and the Inspector-General of Police. In the case of criminal prosecutions against other classes of Police officers, it may frequently be impossible to obtain the orders of the Government before the commencement of the proceedings in Court. In that case, if the fee of the lawyer who may be engaged for the defence will not exceed Rs. 25 per diem or a maximum of Rs. 150 for the whole case, it would rest with the Collector after consulting the Superintendent of Police to decide whether the defence shall be undertaken by the Government

or not. If the cost of the defence is likely to exceed the above limits or in the event of disagreement between the Collector and the Superintendent of Police concerning the defence of the accused Police officer, the Collector shall instruct the Public Prosecutor to appear for the accused officer in the initial proceedings and request the Court to postpone the further hearing of the case, pending a decision by the Government as to whether he should be defended at the cost of the State or not. Information regarding the course which the local officers have decided to adopt must be given in the copy of the report to be submitted by the Superintendent to the Inspector-General through the Range Deputy Inspector-General.

G.O. 4263, Home, 21 Oct. 1940.

(iii) Collectors are empowered to write off compensation awarded by Courts to Police officers in criminal cases in which the defence of the officers has been sanctioned at public expense, if such compensation is irrecoverable, subject to a maximum of Rs. 150 in each case.

Cases in Courts in the Mufassal.

(c) (i) In cases against officers of the Railway Police, C.I.D. or the Madras City Police, instituted in mufassal Courts, the Collector of the district in which the case is instituted shall be considered to be the Collector for the purpose of this rule.

Cases in Courts in Madras City.

(ii) *Civil suits*—In the case of suits instituted in Madras City against officers of the Railway Police or the C.I.D., the Deputy Inspector-General of Police, Railways and C.I.D., shall exercise the powers allotted in the district to Collectors and shall consult the Government Pleader. In cases against officers of the Madras City Police the Commissioner of Police shall, after consulting the Government Pleader, exercise the powers of the Inspector-General of Police as laid down in rule (3) (*a*).

Criminal prosecutions.—The Deputy Inspector-General of Police, Railways and C.I.D., in the case of prosecutions against officers of the Railway Police or C.I.D. and the Commissioner of Police, Madras, in cases against officers of the Madras City Police, respectively, shall perform the functions and exercise the powers allotted to Collectors in the districts as laid down in rule (3) (*b*) and shall inform the Inspector-General of Police of the course they have decided to adopt.

General instructions in civil suits and criminal prosecutions.

(4) (*a*) If the Government or the local Officers acting on their behalf sanction the defence of an officer, it would ordinarily be sufficient to engage a Government Pleader or a Public Prosecutor at the expense of the State. The Collector or the Police officer empowered to sanction the defence, may, in addition to the lawyer's fees, sanction the payment of incidental expenses up to a limit of Rs. 50. The sanction of the Government should be obtained if the incidental expenses exceed Rs. 50. In criminal cases in which a private counsel has to be engaged, a daily fee subject to a maximum for the whole case shall be fixed in advance by the Collector, the Deputy Inspector-General of Police, Railways and C.I.D., Madras, or the Commissioner of Police, Madras, as the case may be. G.O. 4294, Home, 22 Oct. 1940.

The rate of fee payable to such counsel shall not exceed the rates payable to Public Prosecutors in the mufassal which are as specified below :— G.O. Ms. 3270, Home, 31 Aug. 1948.

For cases conducted at headquarters.	For cases conducted in out-lying mufassal stations.
Rs. 35 for work occupying three hours or more in Court on a day. Rs. 15 for work occupying less than three hours in Court on a day.	Rs. 50 for each day spent in Court or occupied in travelling.

When the Public Prosecutor is engaged in more than one case on the same day, the maximum fee payable to him for the whole day shall not ordinarily exceed Rs. 50.

In civil cases in which a private counsel has to be engaged, the Inspector-General of Police or the Commissioner of Police, Madras, as the case may be, shall fix in advance a daily fee subject to a maximum for the whole case which maximum should not exceed the regulation fee as specified in Police Standing Order No. 61 (3) (*a*) (ii). In petty cases appearance in person may be often quite sufficient and where this is so the employment of a pleader is superfluous.

NOTE.—The limit of Rs. 50 referred to above in respect of incidental expenses has been increased, in the case of the Inspector-General of Police to Rs. 100. G.O. 876, Home 17 Apr. 1943

(*b*) If the officer wins the case and costs, damages or compensation (whether as personal solatium or not) are or is awarded to him, the expenditure incurred by the Government up to the limit of such costs, damages or compensation shall be refunded by him.

NOTE.—Pleader's fee and incidental expenses will be ordinarily sanctioned only after the cost awarded by the Court are recovered, because, even in the process of recovery of costs, the pleader may incur some expenses and it is convenient to sanction the whole expenditure together. If there is a special case to sanction the expenditure before the costs awarded by the Court are recovered the matter should be clearly explained.

G.O. 3233, Home, 19 Aug. 1940.

(5) If in a civil or criminal proceedings instituted against a Police officer, the Court decides in his favour but an appeal is filed or other proceedings taken to secure a reversal or modification of the decision, the question whether such appeal or proceedings should be resisted at the cost of the State shall be decided in accordance with the foregoing rules.

(6) If in a case in which the Government have undertaken the defence of an officer, the decision of the Court is against him, the questions—

(*a*) whether an appeal should be filed or whether any other proceeding should be taken at the cost of the State, to secure a reversal or modification of the decision ; and

(*b*) whether any damages awarded to the plaintiff or any fine imposed upon the officer should be paid by the State shall be decided either on the application of the officer concerned who should move his immediate superior in the matter or on the representation of his superior officer. In either case, the orders of the Government shall be obtained and the procedure laid down in clause (3) (*a*) or (3) (*b*) above as the case may be, shall in other respects be followed.

(7) If a Police officer undertakes a journey in connection with a civil or criminal case instituted against him for acts done in his official capacity and the defence of such case has been sanctioned such Police officer may be granted the travelling allowance admissible to an officer of his grade while on tour.

(8) As legal proceedings against Police officers, particularly civil suits, must interfere with the discharge of their public duties and are likely to cause harassment to them, the Collector should impress on the counsel appearing for the officer concerned that he should request the Court to deal with such proceedings with utmost possible expedition.

G.O. Ms. 2210, Pub. (Ser.), 28 Aug. 1951.

62. False and malicious allegations of corruption are often made against Government servants with a view to hamper and embarrass them in the proper discharge of their duties. In order to protect their servants from such allegations, the Government consider that the Government servant concerned should be given such legal assistance as may be necessary to enable him to take effective action against those making the allegations. When there is good reason to believe that the allegations made against a Government servant are false or malicious and he wishes to take legal proceedings against the person making them, the Head of the Department in the presidency town, and in the mufassal the District Head of the Office

in which the Government servant is employed (in consultation with the Collector of the district) should arrange for the appropriate Law Officer of the Government giving the necessary legal advice to, and appearing in Court on behalf of the Government servant. Where the person defamed is himself the Head of the Department or the District Head the sanction of the State Government or that of the authority who is immediately superior to the District Head, as the case may be, should be obtained.

Fees to Pleaders other than Public Prosecutors appointed to conduct criminal prosecutions.

63. (1) The Collector is empowered to sanction without reference to Government fees at a rate not exceeding Rs. 35 per diem to pleaders other than Public Prosecutors appointed to conduct prosecutions under Section 492, Criminal Procedure Code, 1898, for work occupying three hours or more in court on a day and Rs. 15 per diem to such pleader for work occupying less than three hours in court on a day, provided that when such pleader is engaged in more than one case on the same day the maximum fee payable for the whole day shall not exceed Rs. 50. For conducting Criminal cases in outlying stations, such Pleaders will be allowed a fee of Rs. 50 for each day spent in court or occupied in travelling. Bills on account of such remuneration should be supported by a certificate in the following form :—

G.O. Ms. 3131, Home, 19 Oct. 1954.

"I certify that it was most inconvenient in public interests for the Public Prosecutor or the Assistant Public Prosecutor to attend at the hearing and that the case could no in regard to the public interests be postponed."

Fees to Pleaders engaged to conduct the prosecution for offences under special and local laws.

(2) In cases in which pleaders are engaged to conduct the prosecution for offences under special and local laws, the Board of Revenue and Collectors have power to sanction the payment of fees at a rate not exceeding Rs. 25 per diem subject to the following limits :—

(i) Board of Revenue up to Rs. 300 in each case.

(ii) Collectors up to Rs. 75 in each case.

(3) Pleaders other than Public Prosecutors appointed to conduct prosecutions under section 492 of the Code of Criminal Procedure will draw travelling allowance admissible under Rule 6 (*b*) of Annexure VIII of the Madras Travelling Allowance Rules. They are not entitled to any daily allowance.

Fees to Pleaders engaged to defend persons accused of capital offences.

G.O. 316, Home, 18 Jan. 1940.

(4) Sessions Judges are empowered to sanction without reference to Government fees at a rate not exceeding Rs. 25 per diem subject to a limit of Rs. 250 in each case.

Institution at State cost of civil suits or criminal prosecutions by Police Officers—Rules.

G.O. 1539, Home, 28 July 1936.

64. The institution, at the cost of the State, of civil suits or prosecutions by Police officers requires the sanction of the Government in each case. In applying for such sanction the procedure laid down in Rule (3) of Order No. 61 should be followed so far as it is applicable. The sanction of the Government should be obtained separately in respect of appeals or other proceedings arising out of a suit or prosecution.

Threat of civil or criminal proceedings.

G.O. 2879, Home, 6 June 1938.

65. (1) A Police officer who receives any communication containing a threat of civil or criminal proceedings against him for acts done in his official capacity should forthwith forward, through the proper channel a copy of such communication intimating whether he wishes to reply thereto or not, and if he proposes to send a reply submitting a copy of the proposed reply—

(*a*) In case the proceedings threatened are civil proceedings, to the Commissioner of Police, Madras, if he is an officer of the Madras City Police, or to the Inspector-General of Police, if he is an officer of the District Police, Railway Police or the Criminal Investigation Department.

(*b*) In case the proceedings threatened are crimininal proceedings (i) to the Deputy Inspector-General of Police, Railways and C.I.D., if he is an officer of the Government Railway Police or the C.I.D., (ii) to the Commissioner of Police, Madras, if he is an officer of the Madras City Police and (iii) to the Collector of the district in the case of an officer of the District Police.

G.O. Ms. No. 531, Home, 1 Feb. 1940.

If the Police officer who receives such communication is the Inspector-General of Police, Madras, the Commissioner of Police, Madras or the Deputy Inspector-General of Police, Railways and C.I.D., Madras, he should forthwith forward to the Government (the Deputy Inspector-General of Police, Railways and C.I.D., Madras, forwarding it through the Inspector-General of Police) a copy of such communication, intimating whether he wishes to reply thereto or not and submitting a copy of any reply which he proposes to send.

(2) The Inspector-General of Police, the Commissioner of Police, the Deputy Inspector-General of Police, Railways and C.I.D., or the Collector, as the case may be, should examine the draft reply, if one is proposed to be sent, and give the officer such directions and make such change in the draft reply as he may consider necessary. In doubtful cases, a reference should be made to the Government. A reply should be sent in the form in which it is approved or required to be sent by the Inspector-General of Police, the Commissioner of Police or the Deputy Inspector-General of Police, Railways and C.I.D., the Collector or the Government, as the case may be.

(3) Any failure on the part of an officer to comply with the provisions of clauses (1) and (2) above will be viewed as a breach of discipline and will also render him ineligible for legal assistance from the Government if proceedings are actually instituted against him.

(4) The question of defending at the public expense a Police officer who has received a communication containing a threat of legal proceedings against him need not ordinarily be taken up until the proceedings have been actually instituted. If, however, in criminal proceedings, the Commissioner of Police, the Deputy Inspector-General of Police, Railways and C.I.D., or the Collector, and, in civil suits, the Inspector-General of Police or the Commissioner of Police, as the case may be, considers that the proceedings are likely to be instituted against a Police officer, he may examine the question as soon as he receives a copy of the communication referred to in clause (1) above.

Civil suits by or against the State.

66. (1) The institution of a civil suit by or against the State requires the sanction of Government. In all such suits and in suits by or against Police Officers which go up to the Government for sanction, the plaints and written statements should except in cases of emergency be got approved by the Government before they are filed. After the approval has been obtained, the Inspector-General can act further on behalf of Government by signing plaints and if acquainted with the facts of the case, by verifying pleadings. If a civil suit is instituted against the State in connection with a matter concerning the Police Department, the Superintendent of Police shall refer the matter to the Inspector-General for orders. As the defence of such suits ordinarily falls upon the Government Pleader of the district, the Inspector-General will secure his services through the Collector.

G.Os. 918, Judl., 28 May 1889, 2360, Law (Genl.), 25 Sep. 1923, and 2632, Home, 7 July 1947.

Legal Advice to be obtained in regard to litigation affecting the State.

G.O. 957, Judl., 14 June 1912.

(2) The Government have issued the following orders in the matter of legal advice to be obtained in regard to litigation affecting the State :—

(*a*) It has come to the notice of Government that no general rule exists requiring that legal advice shall be obtained before a suit is instituted or the defence of a suit undertaken on behalf of the State. The State Government considers it desirable that such advice shall always be obtained in regard to litigation by or against the State. It is not necessary that such advice should be obtained merely because notice of suit against the State is given under section 80 of the Code of Civil Procedure though in important cases it may be desirable for the officer dealing with the notice to obtain legal advice regarding it. Nor will officers who are competent to sanction the filing or defence of suits on behalf of the State be bound to follow the legal advice they may receive though, if they decide to reject it, they must place the reasons for their decision clearly on record. Subject to these directions, it shall be the duty of every officer, before filing or sanctioning the defence of a suit or appeal, to obtain the opinion of the appropriate legal adviser as to whether the suit or appeal is legally maintainable. In the case of Collectors or other district officers, the Government Pleader of the district will be referred to and the fact of this having been done shall be included in any report to higher authority. In the case of Board of Revenue and other heads of departments, the Government Pleader, Madras, shall be consulted.

G.O. 4100, Law (Genl.), 6 Nov. 1931.

(*b*) The Inspector-General of Police is entitled to seek the advice of the Advocate-General and other Law Officers in the City, but if he desires to obtain the opinion of the Advocate-General he should address Government in the Administrative department and not seek his advice direct.

G.O. 1291, Judl., 16 June 1887.

(3) The Inspector-General is empowered to obtain the services of the State Prosecutor for the conduct of cases in the Madras City Police Courts, in cases where the prosecuting agency at his disposal is inadequate or unsuitable.

Memo. 162227-Tr. I/51-1, Home, 3, Dec. 1951.

(4) As soon as a notice in a case which involves a question of the validity of any central enactment, etc., is served, a copy of the petition and affidavit should be forwarded to the Government of India in the Administrative Department concerned and also to the officer of the Central Government primarily concerned, e.g., the Textile Commissioner, Bombay and they may be asked to give the necessary instructions for preparing the counter-affidavit and they may also be

nformed which Law Officer of the State Government is dealing with the case so that they may correspond with him direct. A copy of such communication should also be sent to the Law Officer concerned.

Claims for loss of services against members of the public for injury caused by them to Police officers.

67. Police officers should report promptly, through their superior officers to the Inspector-General of Police the full facts regarding any injury sustained by them, whether on or off duty, owing to the negligence of a member or members of the public. The question of instituting a claim for loss of services against the party alleged to be responsible for the injury will be decided by the Government in each case in consultation with their legal advisers. G.O. 2597, Home, 6 Oct. 1936.

CHAPTER X.

PUNISHMENT OF AND APPEAL FROM NON-GAZETTED OFFICERS

68. (1) The Discipline and Appeal Rules issued by the Government for the Madras Police Subordinate Service and the Malabar Special Police Subordinate Service are printed in Annexure III to this volume.

(2) The cardinal principle of discipline is that no one shall be punished unless he has been given an adequate opportunity to defend himself against the action proposed in regard to him.

Reduction of Sub-Inspectors to lower rank.

***69.** (1) The reduction of Sub-Inspectors to the category of head constables should be awarded only in very exceptional cases, and then only in the case of those who have been promoted from head constables. When dismissal is too severe a punishment the delinquent may be removed from service.

(2) Wholesale reductions by a number of grades or increments at a time should not be awarded on punishment rolls. Drastic reductions may be within the letter of the rules, but they are not in keeping with their spirit and from every point of view, it is undesirable that they should be ordered.

Punishment of officiating officers—Officers competent to award.

* 70. The fact of an officer having been placed in charge of an appointment or post (as distinguished from his being appointed to officiate in the post) does not affect the powers of punishment given to the various officers in rule 3 of the Discipline and Appeal Rules. An officiating incumbent should be dealt with in the same way as a permanent officer of that rank.

Recovery from pay.

G.O. 2414, Home, 16 Aug. 1946.

* 71. The authority imposing the penalty, recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders, shall follow the procedure prescribed in Discipline and Appeal Rules.

Recovery from pension.

G.Os. 845, Fin. (Pen.), 29 Oct. 19 and 369, Fin. (Pen.), 13 June 1939.

* 72. (1) (*a*) If any recovery has to be made from a Government servant in order to make good loss caused to Government as a result of negligence or fraud on the part of the person concerned while he was in service, his pension should not be sanctioned until after the enquiry in respect of the matter has been completed and the amount of loss to Government has been determined. The amount due to Government should in such cases be adjusted against the last pay or the leave salary due to him. If the sum due to Government exceeds the amount of last pay or leave salary, steps should be taken to ascertain whether the Government servant concerned is willing to make good the loss caused to Government by recovery from his pension. If he is willing, his consent in writing should be obtained for such recovery from his pension before the pension is sanctioned. The orders sanctioning the pension should make it clear whether the pensioner by request made or consent given has agreed that the recovery may be made from his pension and should indicate the number of instalments in which the amount is to be recovered.

(*b*) If the Government servant declines to give his consent in writing, Article 470, Civil Service Regulations, cannot be used directly to effect the recovery. Article 470 (*b*) of the Civil Service Regulations, however, permits a permanent reduction in the amount of pension where an officer's service has not been thoroughly satisfactory and the Government are justified in making proof of a specific instance of fraud or negligence by an officer the ground for a finding that his service has not been thoroughly satisfactory within the meaning of the article for the purpose of reducing his pension. In such cases,

therefore, the pension papers with the recommendation of the head of the department should be submitted for the orders of the Government through the Accountant-General.

(2) (*a*) If, on the other hand, the amount due to Government represents overpayments of pay, allowances, leave salary, house-rent, Postal Life Insurance premia, outstanding motor car, house-building, travelling allowance or other advances, the amount should be adjusted against the last pay or leave salary due to the officer. If the amount due to Government exceeds the last pay or leave salary, steps should be taken to obtain the consent of the officer in writing to recover the amount in suitable instalments from his pension before the pension is sanctioned.

(*b*) If in any case, the retiring Government servant refuses to give his consent to the recovery of dues from his pension, steps should be taken to proceed against him in a court of law or to write off the loss to Government if it is considered not worthwhile to adopt such a course.

(3) The Government reserve to themselves the right to order the recovery from the pension of an officer who entered service on or after 12th August 1938 of any amount on account of losses found in judicial or departmental proceedings to have been caused to Government by the negligence or fraud of such officer during his service. Provided that— G.Os. 545, Fin. (Pen.), 21 Aug. 1939, and 5823, Home, 4 Nov. 1939

(*a*) such departmental proceedings, if not instituted while the officer was on duty—

(i) shall not be instituted save with the sanction of the Government ;

(ii) shall be instituted before the officer's retirement from service or within a year from the date on which he was last on duty, whichever is later ;

(iii) shall be in respect of an event which took place not more than one year before the date on which the officer was last on duty ; and

(iv) shall be conducted by such authority and in such places whether in India or elsewhere as the Government may direct ;

(*b*) all such departmental proceedings shall be conducted, if the officer concerned so requests, in accordance with the procedure applicable to departmental proceedings on which an order of dismissal from service may be made ; and

(*c*) such judicial proceedings, if not instituted while the officer was on duty shall have been instituted in accordance with sub-clauses (ii) and (iii) of clause (*a*).

Procedure prior to reduction, compulsory retirement, remova or dismissal.

G.O. Ms. 4730, Home, 6 Nov. 1950.

73. (1) The procedure to be followed for imposing penalty of reduction, compulsory retirement, removal or dismissal is laid down in rule 3 (*b*) of the Discipline and Appeal Rules (Annexure III).

(2) (*a*) On the occurrence of an incident likely to be the subject of disciplinary action the responsible officer to whom the incident is reported shall make such investigation, if any, as he considers necessary to establish the prima facie correctness of the facts alleged. If this preliminary investigation discloses that there is prima facie case for disciplinary action, a decision should be taken either by the officer himself, assuming that he is an Inspector or above that rank, or by his immediate superior officer, as to whether the full machinery preliminary to punishment should be set in motion. He should also decide whether the offence may require an oral enquiry. If it is decided to set in motion the full machinery preliminary to punishment a specific charge or charges should be framed in the light of the evidence recorded in the preliminary investigation.

(*b*) It is not necessary that the charges should be framed by the authority competent to award a penalty or even that the inquiry should be conducted by such authority. The charge can be framed and the inquiry held by any officer acting under the orders of the authority competent to award the penalty. This does not, however, imply that no other officer can frame charges and enquire. An officer can at any time and without specific authorization by the authority competent to impose the penalty frame charge against or enquire into the conduct of an officer directly subordinate to him, although he may not be competent to impose a penalty.

(*c*) It is particularly important that the charge or charges should be carefully framed and in doing so, the following points should be borne in mind :—

(i) The charge should be brief, couched in clear terms. Any vagueness should be avoided. The date of occurrence of the incident should always find a place in the charge.

(ii) A single charge of a general nature such as corruption cannot be regarded as sufficiently definite. In connexion with an inquiry into alleged corruption a separate charge should be framed in respect of each instance of alleged corruption. A series of charges on particular instances may, however, be combined with a general charge of corruption or incompetence of which the instances form the evidence. For

example, the results of a series of charges of delays may be noted after due inquiry as they occur in a conduct register and a general charge of incompetence or persistent dilatoriness may be based on them.

(iii) A full and clear statement of the facts in support of the charge or each of the charges should be communicated to the delinquent along with the charge or charges.

(iv) The names of prosecution witnesses (to be styled "P.Ws.") to prove the charge will be mentioned therein. This should be done on the following lines :—

"The following are some of the witnesses it is proposed to examine in this connexion. Others may also be examined, as found necessary."

There is no need to enter what the witnesses are to prove.

(v) The delinquent should be directed to submit his written statement within a sufficient specified time and also to produce a list of documents he proposes to cite and a list of witnesses whom he proposes to examine in defence, with the points upon which he expects each will speak.

If the delinquent, however, refuses to submit a list of defence witnesses with his written statement fearing that the prosecution will tamper with them, he will not be precluded from citing his witnesses during the enquiry as there can be no question of refusing to hear them on the ground that he refused to give a list of them beforehand.

(vi) He should be required within a reasonable time to state specifically in writing whether he wishes to have an oral enquiry or only to be heard in person. He should understand what each means.

NOTE.—In grave cases it is often desirable to conduct an oral enquiry whether the delinquent wants it or not.

(vii) He may be appraised of the nature of the maximum penalty that may be imposed upon him if the charge or charges against him are proved.

NOTE.—Every item of the charge should be carefully and accurately framed. It should be remembered that an exact copy of items (i) and (iii) above will have to go into the Minute.

(*d*) Two copies of the charges together with statements of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case against the delinquent shall be prepared. One copy shall be given to the delinquent for his personal use and he will be required to return forthwith the other copy with his written acknowledgment of receipt thereon and this copy should be attached to the "Proceedings" file.

(e) If the delinquent does not know English, he should also be given a literal translation in his own language of the charge (s), the facts in evidence and the other communications made to him.

(f) The delinquent's written reply to the charge (s) when received should be examined carefully to see whether all the items have been correctly answered. If an oral enquiry is considered necessary, a date for it should be fixed. Witnesses can be summoned and paid travelling allowance. Official witnesses should be given certificates of attendance.

(g) Under section 2 of the Madras Revenue Enquiries Act, 1893, the Government can, by order, invest any officer deputed by them to make an enquiry into the conduct of any public servant as such with power to summon any person to appear before such officer to give evidence or to produce documents. The Act does not apply to a case where the officer making the enquiry is not deputed for the purpose by the Government, but acts in virtue of the powers conferred on him by statutory rules. There is, however, no objection to the Government specifically deputing such an officer, to make the enquiry into the conduct of the public servant and to their conferring on him the necessary powers under section 2 of the Act. This procedure may be followed in cases where it is found really necessary that the enquiring officer should have legal powers to summon witnesses to give evidence or to produce documents. The enquiring officer may exercise also the powers vested in him by the statutory rules after the completion of the enquiry.

G.O. Ms. 1943, Home, 13 July 1955.

(3) (a) (i) Oral enquiry, if any, must be given by a Gazetted Police officer, except in cases of reduction to a lower stage in the same time-scale of head constables and constables and havildars including company quarter-māster havildars, naiks, constables including lance naiks and bugler boys when it may be given by an Inspector, Reserve-Inspector, Subadar-Major or Subadar, as the case may be.

G.O. 2508, Home, 27 Aug. 1946.

(ii) It is desirable that in all instances of disciplinary action against Inspectors of Police entailing oral enquiry or being heard in person the officer who deals with the matter should ordinarily be of the rank of the Superintendent of Police.

G.O. 175, Pub. (Pol.), 1 Apr. 1932.

(b) The officer who writes the Minute, i.e., who appraises the evidence, should give the oral enquiry and not some other officer.

(4) (*a*) When the delinquent appears for the oral enquiry, the enquiring officer should put the following question, which, with its answer (as in the case of all further questions and answers noted below) should be recorded in writing in the "Oral Enquiry File." :—

Q.—"You have received a copy of the charge(s) and the facts in evidence and submitted your written explanation. Have you anything further to add before I proceed with this oral Enquiry ?"

A.—.....................

"This recorded question and answer (as in the case of all further questions and answers) must be read over (in translation, if necessary) to the delinquent and his signature, and that of the enquiring officer, appended to it. The form to be used should be—

"Recorded by me; read over (and translated) to deponent and acknowledged by him to be correct."

(*b*) The prosecution evidence shall then be taken. It is not necessary to record again the evidence of those prosecution witnesses who were examined and whose evidence was recorded in the presence of the delinquent at the preliminary investigation. It will be sufficient if their evidence so recorded is read out in the presence of the delinquent, the enquiring officer certifying in the Proceedings file that this was done, and the delinquent is given an opportunity to cross-examine such witnesses, whether or not he had already cross-examined them at the preliminary investigation. The prosecution witnesses need not be recalled unless the delinquent desires to cross-examine them further. If, however, any witness was examined at the preliminary investigation in the absence of the delinquent, such witness must, if the delinquent so desires, be examined in chief in his presence (instead of the evidence given at the preliminary investigation being read out) and the delinquent must also be given an opportunity to cross-examine the witness. The prosecution may re-examine such of the prosecution witnesses as it considers necessary, after which the delinquent must again be given an opportunity to put further questions.

(*c*) Prosecution witnesses who are summoned for the first time at the oral enquiry shall be examined. The delinquent should be asked to state if he wishes to cross-examine them. Prosecution witnesses may be examined in such order as the officer holding the enquiry deems fit. As far as possible, the cross-examination should be done immediately after the examination in chief is over. If, however, the delinquent

G.O. Ms. 563, Home, 22 Feb. 1956.

states that he wishes to reserve cross-examination, the officer holding the enquiry shall on satisfying himself that the reasons furnished are adequate grant the request and, if they are not, refuse to do so for reasons to be recorded in writing.

(*d*) At the head of each evidence, the name and rank of the witness must be entered, e.g., "P.W. 1, head constable (name) No. 516, X Station."

(*e*) At the foot of the completed deposition of each and every witness the entry detailed in sub-clause (4) (*a*) should be made, the enquiring officer, the witness and the delinquent all signing. If there is more than one page of deposition, the pages other than the last should also be initialled by all the parties mentioned.

G.O. 1715, Home, 30 Mar. 1938.

(*f*) All the statements of prosecution witnesses should be kept in one file to themselves.

(*g*) Prosecution documents are lettered as Exhibits A, B, etc., and must be kept in their own file for which an index is required showing the letter of the exhibit, its nature in brief and who has produced it.

(*h*) The prosecution side of the hearing is now over. On the "Oral Enquiry File" the enquiring officer should enter the following question which he puts to the delinquent :—

Q.—You have heard the evidence against you. Have you any witnesses you wish to have examined in your defence and any documents you wish to have produced for the same ?

A.—. . . .

(*i*) He must be given fair time to draw up and present his list. The enquiring officer can question him for what purpose each witness is required so as to avoid protraction of the enquiry by irrelevancies or the citation of witnesses merely for annoyance. He can for sufficient reasons refuse to hear any particular witness or to allow any particular document to be produced, but he must record in the same file his reasons for such refusal. Failure so to record the reasons will vitiate the enquiry.

(*j*) Defence witnesses, styled, "D.Ws." are thereafter examined in chief by the delinquent and cross-examined if necessary, by the enquiring officer (and not by other witnesses to the enquiry however much they are impugned). The delinquent may re-examine such of the defence witnesses as he considers necessary after which the prosecution may again question the defence witnesses further. The procedure is the same as in paragraph 73 (4) (*b*) to (*h*) inclusive. As detailed in paragraph 73 (4) (*k*), a separate file will be maintained for defence evidence.

(*k*) Defence documents are numbered as Exhibits 1, 2, etc. The procedure laid down in paragraph 73 (4) (*g*) shall be followed.

(*l*) If the delinquent dispenses with any of the defence witnesses cited by him, this fact should be recorded in the "Defence witnesses" file under the signature of the delinquent and of the officer conducting the enquiry.

(5) (*a*) If the enquiry is conducted on the complaint of a private person or body, the complainant, shall not be allowed to cross-examine the officer charged who is, in such enquiry, in the position of an accused person, but the complainant may suggest questions to the enquiring officer to be put to the witnesses produced in defence of the officer charged or the enquiring officer may, in his discretion, permit the complainant to cross-examine the said witnesses. G.Os. 663, Pub. (Ser.), 25 Apr. 1939, and 3793, Home, 13 July 1939.

(*b*) An officer conducting a departmental enquiry cannot be cited as a prosecution witness in the enquiry. If however, he is required as a defence witness by the delinquent, the latter should be asked to state in writing what points the officer is cited to elucidate. If the enquiring officer considers it unnecessary to allow himself to be examined as a defence witness, he will file that application with his remarks as part of the records of the enquiry and, if relevant, will incorporate the information contained in that application and his remarks in the minute. In case, however, he thinks that his examination as defence witness is really necessary, he may still conduct the enquiry if the points to be elicited from him are such that his answers will not in any way vitiate the result of the enquiry. In such cases, he should record verbatim the delinquent's questions and his replies both signing all the pages of the depositions.

In cases where the evidence that the officer is required to adduce is vital and is likely to have a bearing on the result of the enquiry, the enquiry should not be conducted by that officer but by some other officer.

(6) Having completed the defence the enquiring officer should continue to make entries in the "Oral Enquiry File" as follows :—

Q.—"Your defence witnesses have been examined and such documents as you required have been produced and exhibited (with the exceptions refused by me as noted already in these proceedings for the reasons shown). Have you anything further to request or say? You are entitled to put in, if you desire, a further written statement of defence."

A.—. . .

His reply and the questions should be recorded, read over, translated, if necessary, and acknowledged by his signature and that of the enquiring officer as detailed above.

With reference to the first question if the delinquent states that he desires to recall certain witnesses for further cross-examination he should be allowed to do so. But, the officer holding the enquiry should always ask him what further questions he wishes to put to these witnesses in order to satisfy himself that they are relevant, and, if they are not, he can, for reasons to be recorded, refuse to recall such witnesses.

(7) (*a*) The officer holding the enquiry must be strictly impartial. It is particularly important that the formalities prescribed in the statutory rules and orders should be followed. It is essential that the conduct of the proceedings should not give rise in the mind of the person charged to a belief that the enquiry is being conducted in anything but an impartial and detached frame of mind.

G.Os. Ms. 275, Pub. (Ser.), 5 Feb. 1937, and Ms. 1927, Home, 19 May 1937.

(*b*) A departmental enquiry should be completed with as little delay as possible. Care should be taken to avoid all dilatoriness, and adjournment or postponement of the inquiry should be allowed with circumspection and only when necessary. Where an officer is suspended pending inquiry into his conduct on the ground that it is undesirable to allow him to continue on duty during the inquiry, it is all the more necessary that the inquiry should be completed with expedition and orders passed as early as possible.

G.Os. 2107, Pub. (Ser.), 5 Nov. 1937, and 1715, Home, 30 Mar. 1938.

(*c*) Where, however, in exceptional cases there is difficulty in observing exactly the requirements of the statutory orders and the requirements can be waived without injustice to the person charged and it is proposed to waive all or any of the provisions of the orders, the reason therefor must be recorded in writing; failure so to record the reasons will vitiate the enquiry.

G.O. 2554, Home, 31 July 1945.

(8) (*a*) An officer's past record shall not be taken into account in arriving at a finding as to the truth or otherwise of the charges against him. It may, however, be taken into account in assessing the penalty to be imposed after the substantive charges have been proved, and, if it is intended to do so, the following procedure shall be adopted. After the substantive charge or charges have been proved, a further charge based on the previous record of the officer shall be framed, translated, if necessary, delivered to the delinquent officer and got acknowledged by him. The procedure specified in rule 3 of the Madras Police Subordinate Services Discipline and Appeal Rules shall be gone through afresh in regard to that charge and

finding thereon arrived at. The person charged shall be afforded all the facilities necessary for enabling him to meet the allegations based on such further charge.

(*b*) In his explanation the delinquent cannot question the propriety of the punishments already awarded to him as they have been (or could have been) dealt with by appeal; he can, however, claim extenuating circumstances.

(9) An officer imposing the penalty of eduction or suspension or compulsory retirement or removal or dismissal shall specifically certify in the final paragraph of order imposing such penalty, that the procedure prescribed in rule 3 (*b*) of the Madras Police Subordinate Services Discipline and Appeal Rules, has been correctly followed. **G.O.3988, Home, 27 Oct.1942.**

(10) An order removing, dismissing or reducing an officer in respect of his conviction and sentence to fine in a criminal court cannot be entirely based on the facts which led to his conviction, since such a conviction and sentence do not necessarily entail the award of any further departmental punishment. In a case of this kind, when a gazetted officer decides under Order No. 59 (2) that departmental punishment should be awarded, he should frame a charge and statement of allegations setting forth the fact of conviction and sentence and the grounds upon which his decision to take further departmental action is based and his further inquiry should conform to the requirements of this order. The findings of the court which it is not open to the delinquent officer to dispute will not come within the scope of that departmental enquiry but it will be open to the delinquent to put forward and prove such extenuating or other circumstances as may justify a lenient view being taken of his offence. Care should be taken that expressions of opinion by the trying court, other than findings on issues relevant to the question of guilt, are not introduced into the minute to justify or reinforce an order of punishment, unless they have been incorporated in the charge of statement of allegations and the evidence upon which they are based has been regularly brought on to the record of the departmental inquiry.

Departmental inquiries in cases of fraud or embezzlement of Government money.

74. (1) When fraud or embezzlement of Government money by a Government servant, is discovered, the immediate steps that should be taken, the general principles that should regulate the enforcement of responsibility for losses sustained by Government and the procedure to be followed in prosecution in criminal courts are defined in Articles 301 and 302 **G.O. 1926 Home, 24 Aug. 1936.**

of the Madras Financial Code, Volume I. The following instructions should be followed in regard to the institution of departmental inquiry where a prosecution is or is likely to be instituted:—

Where fraud or embezzlement of Government funds has occurred, the institution of criminal proceedings does not absolve an officer from conducting immediately a thorough departmental inquiry. While departmental proceedings cannot as a rule proceed concurrently with a criminal prosecution, it is essential that such proceedings should be conducted as far as possible to some definite stage. The normal procedure for such proceedings is laid down in rule 17 (*b*) of the Civil Services (Classification, Control and Appeal) Rules and the stage which the departmental proceedings can reach may be any one of those described or implied in the rule, i.e., the preliminary recording of evidence, the receipt of the delinquent's statement after the framing of a charge, the personal hearing or the inquiry. Where it is intended to prosecute, a finding and sentence should not be recorded in the departmental proceedings till after the disposal of the criminal case.

G.O. 1461, Pub. (Ser.), 2 June 1943.

(2) The general rule should be that in all cases of fraud, embezzlement or similar offences, departmental proceedings should be instituted at the earliest moment against all the delinquents and conducted with strict adherence to the rules up to the point at which the prosecution of any of the delinquents begins. At that stage it must be specifically considered whether further conduct of the departmental proceedings against any of the remaining delinquents is practicable. If it is, it should continue as far as possible (which will not, as a rule, include finding and sentence). If the accused is convicted, the departmental proceedings against him should be resumed and formally completed. If the accused is not convicted, the departmental proceedings against him should be dropped unless the authority competent to take disciplinary action is of the opinion that the facts of the case disclose adequate grounds for taking departmental action against him. In either case, the proceedings against the remaining delinquents should be resumed and completed as soon as possible after the termination of the proceedings in Court.

(3) Where action is taken under the Public Servants' Inquiries Act XXXVII of 1850, this ordinarily takes the place of a criminal prosecution as regards the person or persons accused; but the procedure as regards other persons involved against whom the Act is not employed should be in accordance with the instructions given above.

Failure to attend an inquiry.

75. When an officer, whose conduct is under inquiry, is on leave and without sufficient cause fails to obey a verbal or written order requiring him to attend the inquiry on a specified date, he will be liable to have his leave cancelled and to be suspended and treated as having absconded with the accusation or accusations hanging over him. It is incumbent on the delinquent officer, whether he is under suspension or on leave, to leave his address with the District Police Office or the officer conducting the inquiry, any change of address being duly communicated. Service of orders should be directed to the address furnished by the delinquent officer whose responsibility, which can be pointed out to him at the time, is to see that he makes proper arrangements to receive any communication. If he does not receive the orders, the failure to attend the inquiry would then be his and he will be liable to be dealt with as stated above. If he claims that he was unable on account of ill-health to attend the inquiry, his claim will be rejected unless it is supported by a medical certificate issued by his medical attendant, and if the officer conducting the inquiry requires it, by a certificate of the District Medical Officer or the nearest gazetted Government Medical Officer available before whom he may be directed to appear by that officer. If, however, he is clever enough not to carry his effort to the extent of having the proceedings against him closed for the reason that he is treated as absconding, a sure method of serving orders on him would be at the time he comes to a police station or a District Police office to receive his pay. The officer conducting the enquiry must arrange for the service of the orders at the time the delinquent is paid. G.O. 124, Judl., 20 Apr. 1927.

Being heard in person—Procedure.

76. The procedure to be followed if the delinquent desires an oral enquiry is indicated above. Should he wish only to be heard in person, the actual proceedings will commence only after the action specified below has been taken by the enquiring officer.

The delinquent, in his written explanation, should ordinarily have cited all his defence witnesses and documents for the consideration of the enquiring officer. The documents cited, which need not be proved by being produced by a witness, will be collected and examined by the enquiring officer, who will also examine the defence witnesses cited unless for reasons to be recorded in writing decides not to examine all or any of them.

After having done all this, the enquiring officer will proceed to hear the delinquent in person. The delinquent is entitled to put in only a personal representation to the enquiring officer in addition to what he has already stated in his written explanation. There is no question of citing witnesses or documents when the delinquent is being heard in person as all that should have been done in his explanation to the charge. If, however, any further witnesses or documents are cited by the deliquent at this stage, it will be for the enquiring officer to consider their relevancy in regard to the charge and examine them, if necessary, remembering that full justice is needed. The enquiring officer will then record the personal representation of the delinquent and proceed to dispose of the charges.

Resignation or retirement of Government servants when Departmental Proceedings are pending against them, etc.—Procedure.

77. (1) Notwithstanding anything contained in clauses (*a*) and (*c*) of Fundamental Rule 56, a Government servant under suspension on a charge of misconduct should not be required or permitted to retire on his reaching the date of compulsory retirement but should be retained in service until the enquiry into the charge is concluded and a final order passed thereon by a competent authority. Such an officer should be allowed to draw subsistence allowance till final orders are passed on the charges pending against him. If the Government servant is finally exonerated, he should be allowed to draw with effect from the date of superannuation, only the pension which he would have been entitled to, had he retired from service in the usual course, the allowance already granted being adjusted towards pension admissible.

G.O. 1448, Home, 9 May 1946. (2) Government servants on duty, who attain the age of superannuation and against whom departmental proceedings are pending may be permitted to retire on a provisional pension, if the charges are not so serious as to necessitate suspension, i.e., charges likely to entail removāl or dismissal. In the final orders passed, a suitable reduction in pension may be made, if necessary.

(3) A Government servant should not also be permitted to resign when any departmental proceedings against him are pending or under contemplation.

Minutes for dismissal, removal, compulsory retirement or reduction of Inspectors, Reserve Inspectors, etc.

* **78.** (1) When a subordinate Police officer originally appointed by the Inspector-General is recommended for compulsory retirement or removal or dismissal, a carefully

prepared and full minute composed in strict accordance with Order No. 79 shall be made out. All the necessary documents shall be forwarded with it, each one being numbered as an exhibit and referred to accordingly in the minute. A list of such documents shall also be sent.

(2) The following records will be attached :—

(*a*) A list showing all the appointments held by the defaulter since his enlistment with dates.

(*b*) His personal file in original.

(3) A covering letter, giving the Superintendent's and the Deputy Inspector-General's remarks on the case and their recommendations will be submitted. It should specifically state whether a properly recorded departmental inquiry as laid down in Order No. **73** was held.

NOTE.—These instructions will also be followed when the Superintendent recommends a punishment which the Deputy Inspector-General only is competent to inflict.

Minutes.

* **79.** (1) A minute shall be recorded in all cases when a punishment mentioned in rule 2 of the Madras Police Subordinate Services Discipline and Appeal Rules, 1950, is imposed.

(2) (*a*) To facilitate the writing of the minute and its reading by those who have to deal with it subsequently all papers should be sorted and documented into their respective files for which indices should be prepared and attached, e.g., charge and delinquent's written and oral statements.

Charge and delinquent's written and oral statements (proceedings file).

Statements of prosecution witnesses.

Statements of defence witnesses.

Prosecution documents.

Defence documents.

(*b*) Statements should be page-numbered and exhibits should be lettered and a list of them included in the record. References in the minute to depositions or exhibits should be made by page number, letter or figures, as the case may be.

(*c*) Finally all files forming the record of enquiry should be docketed with an index showing their nature.

(3) (*a*) The minute has its own file and shall be written under the following heads :—

(1) Statements of the charge(s).

(2) Summary of the facts and evidence.

(3) Summary of the defence and the evidence adduced therefor.

(4) Finding on the charge.

(5) The order (by the authority competent to award it).

(*b*) No reference to the demeanour of witnesses should be made in the minute unless a note was made in the records at the time of the enquiry in this regard. This is necessary to ensure that enquiring officers who frame minutes do not speak about the demeanour of witnesses merely from their memory.

(*c*) The summary under items (2) and (3) of the minute should not comprise a reproduction of the evidence, but only so much of it as is essential for adequate discussion of the matters actually at issue. The evidence both for and against the delinquent should be attached to the minute. The minute should contain clear reasons for each finding.

G.Os. Ms. 275, Public (Services), 5 Feb. 1937, 1927, Home, 19 May 1937 and 131, Home, 18 Jan. 1944.

(4) *Findings*.—The officer holding the inquiry should record his finding on each charge separately after carefully considering the evidence adduced in support of it as well as that for the defence. In case where there are several charges the enquiring officer should deal with each sub-charge under 'B','C' and 'D' one below the other, so that the difficulty that is usually experienced in such cases is avoided. If necessary, a full final summing up may be given at the end covering all the charges. In cases which are submitted to the higher authority for the imposition of the penalty, the officer holding the enquiry may make a recommendation regarding the penalty to be imposed in those cases which he takes up *suo motu*, and in cases where he is directed to hold an enquiry it is open to the authority ordering the enquiry to direct the enquiring officer to make such recommendation.

(5) In cases of minor appealable punishments, the minute should be as brief as is consistent with clearness.

NOTE.—It is essential that charges should be clear and precise, that they should not be altered or expanded or divided up as the inquiry proceeds. Each charge should be self-contained, single and accurate.

(6) The order imposing the punishment can only be written by the competent authority who must also refer to the charge of previous bad record, if laid, and the explanation

with regard to it by the delinquent. He should also indicate that he has taken the delinquent's representations into consideration.

Explanation.—If a delinquent who had committed an offence in a district had been transferred out of the district at the time of passing orders on the Punishment Roll, the Superintendent of Police of the district in which he was formerly working will not have jurisdiction to pass orders on the Punishment Roll, and hence his order will not be valid. It is therefore necessary that the Punishment Rolls in such cases should be forwarded for final orders to the competent authority, (viz.), Superintendent of Police or Deputy Inspector-General of Police, etc., in whose jurisdiction the delinquent is actually serving at the time the penalty is awarded. The Punishment Roll in such cases will, however, be drawn up by the officers in whose districts the delinquency occurred and the papers will be forwarded to the officer in whose jurisdiction the delinquent is actually serving for passing final orders on the Punishment Roll.

No fresh inquiry need be held, but the officer concerned having jurisdiction should be free to come to his own conclusion on the evidence recorded by the other Superintendent of Police. Memo. 201507, Pol. I/51-2, Home, dated 23 Jan. 1952.

80. (1) In cases where the penalty proposed to be imposed is reduction, removal, dismissal or compulsory retirement, the authority competent to inflict the penalty, after arriving at a provisional conclusion in regard to the penalty to be imposed, should supply the person charged with a copy of the minute and call upon him to show cause within a reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be imposed. Any representation in this behalf submitted by the person charged shall be duly taken into consideration before final orders are passed.

NOTE.—The opportunity to show cause against the particular penalty proposed to be imposed referred to in the above order can be given either by the authority competent to inflict the penalty or under his direction by a subordinate authority who is superior in rank to the officer on whom it is proposed to impose the penalty. G.O. Ms. 604, Home, 8 Mar. 1955

(2) In all cases of compulsory retirement for inefficiency under the Civil Service Regulations after completion of 25 years of qualifying service, the elaborate procedure, including the framing of clear and specific charges laid down in rule 3 (*b*) of the Discipline and Appeal Rules should be followed.

(3) Under the rules in the Civil Medical Code, medical officers should not grant a certificate of unfitness for further service to any Government servant except on the requisition and with the cognizance of the head of the office or department in which he is at the time serving. If a medical officer recommends the invalidation of a Police officer and asks the head of the office to issue a requisition for the purpose, the latter should see whether any departmental enquiry is pending, or is under contemplation against the person concerned and, if so, refuse to issue the requisition asked for, informing the medical officer, of the facts of the case and requesting him to recommend leave, if necessary, pending the completion of the enquiry.

Granting copies of minutes.

*81. (1) A copy of the minute shall at once be furnished to the officer affected in cases of reduction, suspension, compulsory retirement, removal and dismissal. In other cases it will only be given on application.

Granting copies of other records in Departmental Inquiries.

(2) No records other than that referred to above and copies of the charge and statement of allegations referred to in Order No. 73 need be furnished to the officers accused departmentally of misconduct, but both during the inquiry into their conduct and for purposes of appeal, access to other records may be given to such officers under the following conditions :—

(*a*) That they specify in their applications what records they require for perusal and give reasonable cause why they should be allowed to peruse them.

(*b*) That they be allowed such access only under supervision and should not be allowed to take away any records with them.

(*c*) That in the case of subordinates who do not know the language of any document or record, they may be allowed, with the approval of the officer-in-charge of the records to have with them some one knowing the language in question to assist them.

Withholding of increments.

G.Os. 1054, Pub. (Ser.), 11 June 1936, and 2170, Home, 9 Sep. 1936.

82. (1) An increment is admissible as a matter of course unless it is specifically withheld. It may be withheld (i) for the general unsatisfactoriness of an officer's work and conduct, or (ii) as a definite punishment for a specific fault.

(2) If it is proposed to withhold an increment on account of an officer's unsatisfactory work and conduct, the conduct register or defaulter sheet and other records bearing on the officer's work and conduct should be perused and the grounds for imposing the penalty should be based on such records.

(3) Before an increment is withheld the officer concerned should be informed of the grounds on which it is proposed to impose the penalty and he should be directed to show cause why it should not be imposed. The justification for the imposition of the penalty should then be examined and a statement of the findings and of the grounds thereof should be recorded in the Order.

(4) The instructions regarding the withholding of increments in Orders Nos. 12 and 39 are applicable *mutatis mutandis* to all subordinate Police Officers who draw pay in the incremental scale and when punishment by reduction to a lower grade or post or to a lower stage in the same time-scale is ordered.

NOTE.—Periods spent under suspension should be excluded from the period necessary to earn an increment postponed or withheld.

Suspension.

83. (1) Under the proviso to rule 2 (*e*) of the Discipline and Appeal Rules (Annexure III) the penalty of suspension should be resorted to only when it is necessary in the public interest to suspend an officer pending investigation or enquiry into grave charges against him. When suspension is ordered for such reason it should not be necessary to observe the procedure laid down in Order No. 73.

G.Os. 1138, Home, 18 Mar. 1942 and 1247, Home, 25 Apr. 1956.

(2) (*a*) When an officer is eventually released from suspension and restored to duty, suspension pending investigation, or enquiry should be treated as eligible leave, if the officer is not honourably acquitted, but in such a case a substantive punishment other than specific suspension, such as stoppage of increment or reduction may be awarded at the discretion of the authority which ordered the release of the officer from suspension. If the officer is honourably acquitted the entire period of suspension pending investigation or enquiry should be treated as duty.

G.Os. 4108, Home, 8 Oct. 1940 and 1247, Home 25 Apr. 1956.

(*b*) When an officer is eventually dismissed as a result of an enquiry into departmental charges against him, his dismissal should take effect from the date on which he was placed under suspension pending investigation or enquiry. In such a case the recovery of the subsistence allowance paid to him is not neecessary with reference to the audit rulings under Fundamental Rule 53 (*c*).

(3) (*a*) Suspension shall take effect from the date of receipt of the order by the officer affected unless he is an absentee without leave, in which case it will take effect from the date of his absenting from duty.

(*b*) A Police officer under suspension, ordered to appear for a personal hearing or departmental inquiry, may be struck off as a deserter, if he does not appear within twenty-one days of the receipt of the order. If he claims that he is unable to attend the inquiry on account of ill-health, the provisions of Order No. 75 will apply to his case.

(4) An officer under suspension should ordinarily be allowed to leave his station unless wanted there for inquiry provided that he gives his address before leaving.

Suspension ordered by officers not empowered to award the penalty—Procedure.

(5) In cases of grave misconduct, the Superintendent may suspend as Inspector, or Reserve Inspector and the Subdivisional Officer may suspend any Police Officer below the rank of Inspector pending investigation or enquiry into the charges against him. In all such cases, however, the approval of the officer competent to award the punishment shall be immediately applied for.

(6) Superintendents and Subdivisional Officers are empowered to release officers from suspension ordered by them under the preceding clause.

Sannads and kit of officers under suspension to be deposited.

(7) All Police Officers, when placed under suspension, shall deliver to their immediate superior officer their sannads and kit supplied by Government.

Reprimands.

84. (1) Under the Discipline and Appeal Rules a reprimand can be imposed as a penalty on Subordinate Police officers of and above the rank of Sub-Inspector. The lowest authority which can award the penalty is the Superintendent of Police or an officer of corresponding rank.

(2) It is a lesser penalty than censure and shall therefore be given when the offence is such as not to merit a censure.

(3) In every case where it is proposed to award a reprimand the officer concerned should be given a reasonable opportunity of showing cause against the imposition of the penalty. No oral enquiry is necessary. It is an appealable punishment.

(4) When an officer has a previous good record a reprimand may be held in abeyance for a stated period ranging from three to six months at the end of which the order of punishment will be cancelled if the officer's conduct while on duty during the period of postponement has been good. If the officer's conduct is found to be unsatisfactory at any time during the period of postponement the reprimand may at once be confirmed. If the reprimand is subsequently confirmed, it will take effect from the date of the offence to which it relates.

(5) A reprimand will be entered in the defaulter sheet and service book.

Censure.

85. A censure should be given only when the offence is such as seriously to affect the character of the officer or his suitability for the department. In every case where it is proposed to award a censure the officer concerned should be given a reasonable opportunity of showing cause against the imposition of the penalty. No oral enquiry is necessary. G.O. 566, Judl, 16 Nov. 1928.

Blackmark—to whom applicable.

86. The blackmark system is applicable only to Jamadars, head constables and constables including Naiks and Lance Naiks of the General Police Force and to the non-commissioned officers and constables (including Lance Naiks) of the Malabar Special Police. G.O. 566 Judl. 16 Nov. 1928.

Blackmarks—Rules.

87. The following rules regulate the system of punishment by blackmarks :— G.Os. 186, Judl., 21 Jan. 1884, and 99, Judl., 17 Jan. 1906.

(1) An offence shall not be punished by the award both of a specific punishment and of a blackmark.

(2) A blackmark should not be awarded for petty offences for which punishment drill, extra guard duty, extra work, or fatigue duty, might be sufficient.

(3) Not more than one blackmark shall be awarded for any one offence.

(4) Uninterrupted good conduct for a period of six months, spent on duty, shall cancel one black-mark and such successive period of six months' uninterrupted good conduct shall cancel one black-mark. Uninterrupted good conduct for one year shall cancel all blackmarks.

(5) Black-marks shall take effect from the date of the offence, unless otherwise stated.

(6) The above rules must be strictly enforced, provided that in any case in which the officer awarding the blackmark considers that the application of the rules will result in hardship to the offender, he shall refer the case for the orders of the Deputy Inspector-General concerned.

(7) A black-mark should no be awarded on every occasion upon which it may be necessary to warn or reprimand an officer.

Desertion.

G.O. 186, Judl., 21 Jan. 1884.

88. (1) Absence without leave for 21 days completes the offence of desertion, after which the officer's name shall invariably be struck off from the date of absence.

G.Os. 715, Judl., 13 Dec. 1926, and 3466, Home, 9 Sep. 1947.

(2) An application for reinstatement from an officer who has been struck off as a deserter shall not be entertained, unless it reaches the Superintendent or an officer of equal rank under whom the subordinate officer was serving, within two months or the date of the commencement of the absence without leave. The Superintendent or the corresponding officer of equal rank, as the case may be, shall not reinstate, a deserter (*a*) until the deserter has attended in person which he should do, not later than the date prescribed by the officer dealing with the case, and has given his explanation for his absence without leave and (*b*) unless the Superintendent or an officer of equal rank, as the case may be, is satisfied after such enquiry as may be necessary that the case deserves reconsideration. At the end of the two months, if no application for reinstatement is received and if the whereabouts of the deserter are not known, the officer dealing with the case will record in writing the reasons for his being satisfied that it is not reasonably practicable to give the deserter an opportunity of showing cause against his dismissal and then confirm the dismissal. In other cases a charge should be framed and the procedure prescribed in Order No. 73 complied with, before confirming the dismissal or reinstating the deserter with or without punishment.

Absence without leave.

G.O. 566, Judl., 16 Nov. 1928.

89. Absence without leave up to 20 days may be met by the infliction of any punishment referred to in the Discipline and Appeal Rules. Leave without pay can be granted for periods of absence without leave, even when leave with pay is admissible [Fundamental Rule 85 (*b*)] and this may be sufficient in ordinary cases. Recourse may be had to prosecution under the Madras District Police Act, 1859 (XXIV of 1859), in aggravated cases. Men repeatedly absent without leave will be liable to dismissal as confirmed absentees.

Deferred punishments.

***90.** (1) For minor offences and in cases of more serious misconduct when a man has a previous good record, the punishment may be held in abeyance for a stated period ranging from three to six months, at the end of which order of punishment will be cancelled, if the officer's conduct while on duty during the period of postponement has been good. If the offender's conduct is found to be unsatisfactory at any time during the period of postponement, the punishment may at once be confirmed. A deferred punishment will be entered in the defaulter sheet if confirmed, but not otherwise. G.O. 2960, Home, 4 Oct. 1954.

(2) When the punishment held in abeyance is a blackmark, reprimand or a censure, the period should not exceed six months. If the blackmark, reprimand or censure is subsequently confirmed, it will have effect from the date of the offence to which it relates. G.O. 2484, Home, 26 June 1947, and 1926, Home, 30 June 1954.

***91.** The system of deferred punishment shall not apply to officers other than Subordinate Police officers.

Date of effect of punishments.

***92.** Punishments, except by black-mark, *vide* Order No. 87 (7), shall take effect from the date of the receipt of the order by the individual affected, unless another date is specified in the order.

Entry of punishment in defaulter sheet.

93. All punishments including censure of Inspectors, Reserve Inspectors, Sergeants and Sub-Inspectors of the General Police Force and Subadars including Subadar-Major and Jamadars including Jamadar-Adjutant of the Malabar Special Police, will be entered in their service books and also in the defaulter sheet to be kept for them as for other Subordinate Police officers. In the case of officers of lower ranks, all punishments, except punishment drill, extra guard duty, extra work and fatigue duty, shall be entered in the defaulter sheet which forms part of the service roll. Judicial punishments which affect the character of the officer concerned as a Police Officer must be entered in the defaulter sheet and also in the service book where one is maintained. G.O. 566 Judl., 16 Nov. 1928.

Lent Officers.

94. In the case of officers lent by one department or office to another, the disciplinary authority in respect of the post held by the officer for the time being may impose any of the G.Os. 275, Pub. (Ser.), 5 Feb. 1937, and 1927, Home, 19 May 1937.

penalties prescribed in the Discipline and Appeal Rules except those of compulsory retirement, removal and dismissal from service; but before imposing any such penalty such authority should consult the lending authority in the matter and the opinion of the latter should ordinarily prevail. In cases which call for the punishment of compulsory retirement, removal or dismissal, the borrowing authority should complete the inquiry and forward the records together with its findings to the lending authority which should pass such orders as it may think fit.

Probationers, Temporary Officers and Officers on contract.

G.Os. 275, Pub. (Ser.), 5 Feb. 1937, and 1927, Home, 19 May 1937.

95. (1) The discharge of a probationer during the period of his probation, of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of his appointment, or of a contract officer in accordance with the terms of his contract does not amount to removal or dismissal within the meaning of the disciplinary rules. But a probationer, temporary officer or contract officer is none the-less a member of the service concerned and in respect of disciplinary matters will be subject to the ordinary disciplinary rules in the same way as other members of such service.

(2) The probation of a probationer may be terminated at the end or at any time before the expiry of the prescribed period of probation. Though termination of probation is not a penalty under the Discipline and Appeal Rules, it can be ordered for a specific offence. When a specific offence on the part of a probationer calls for disciplinary action, his suitability to continue on probation should specifically be considered and a finding recorded before any of the penalties prescribed in the Discipline and Appeal Rules is imposed on him. If it is proposed only to terminate his probation the procedure laid down in the special rules for the Madras Police Subordinate and the Malabar Special Police Subordinate Services should be followed. The delinquent should be appraised of the action proposed to be taken against him with the reasons therefor and allowed a reasonable opportunity to make any representation he might desire to make against such action.

G.O. Ms. 681, Home, 1 Mar. 1956.

(3) Where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (*d*), (*h*), (*i*) and (*j*) of rule 2 of the Madras Police Subord nate Services Discipline and Appeal Rules and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to terminate his probation, a further opportunity of showing cause specifically against termination of his probation need not be given to him.

Appeals—Records to accompany.

* **96.** Appeals must be accompanied by (a) a copy of the minute, and (b) a copy of the defaulter sheet. The copy of the defaulter sheet furnished to an appellant or forwarded with the records of the case should show the date of his enlistment in the Police Force. The copy of the defaulter sheet need not be sent with time-barred appeals; the appellate authority will call for it, if he so desires.

Time-limit for appeals.

* **97.** The period intervening between the date of application for copy of the minute and the receipt thereof by the appellant should be excluded from the calculation of the time-limit for appeals laid down in rule 8 of the Discipline and Appeal Rules in Annexure III to this volume.

Consideration of time-expired appeals.

* **98.** No statutory appeal preferred to the Inspector-General of Police after the expiry of the prescribed time-limit and no representation other than a statutory appeal will be examined by him unless he considers that there has been a miscarriage of justice or for other special reasons.

Unnecessary appealings.

99. (1) Subordinate Police officers are warned that they are entitled statutorily only to one appeal against any order imposing a penalty. Second appeals are barred, subject to the stipulation in Order No. 98.

(2) While Police officers in common with other Government servants are at liberty to submit petitions, they are warned that unnecessary petitioning against the decisions of superior officers—as distinct from the appeal referred to above—will be considered insubordinate conduct.

Forwarding records with appeals.

100. (1) Every appeal shall be forwarded to the appellate G.O 183,
authority by the authority from whose orders the appeal is Pub. 5
preferred with an expression of opinion and with such remarks Mad. 1910.
as are necessary in regard to accuracy of the statements made and inferences drawn in it.

In forwarding appeals, the records connected with the order appealed against need not be forwarded in the first instance. If the evidence has been properly arranged, the appellate authority should be able, in many cases, to determine from it how far the contentions of the appellant are supported and will be justified in disposing of the appeal on a perusal of the appeal petition and copies of the order and minute accompanying it, in accordance with Order No. 96.

(2) If further consideration appears necessary, the records should be called for, and in submitting them the subordinate authority will use his discretion as to whether or not, he should offer any further remarks.

(3) An appellate authority should not call for a special report until it has seen the records and discovered the exact points upon which such a report is required.

G.O. 780, Home, 22 Feb. 1951.

(4) When an appeal is presented, the appellate authority should first satisfy itself whether the requirements of rule 3 of the Madras Police Subordinate Services Discipline and Appeal Rules, 1950, have been complied with, and if there are any defects in the procedure, it should return the case to the authority which passed the original order for rectification of the defects, after setting aside the original order which is found to be irregular due to procedural defects. Where an order of dismissal, or removal, or compulsory retirement is set aside under this provision, the delinquent shall invariably be kept under suspension till fresh proceedings rectifying the defects are disposed of. Where an order of reversion or reduction to a lower post is set aside under this provision, the delinquent shall be restored to his original post till fresh proceedings rectifying the defects are disposed of. In the case of other punishments, the penalty imposed by the original order shall not be cancelled thereby but will continue to be in force, pending the issue of fresh orders in the matter.

G. O. 731, Pub., 4 Aug. 1926.

(5) When an admissible appeal is submitted to Government, all the evidence—documentary and oral—which forms part of the record of the enquiry should be submitted with the appeal and the remarks of the head of the department on the points raised in the appeal.

G.O. 867, Pub. (Ser.), 26 Aug. 1928.

(6) In cases where an appellant states that the rules laid down in this chapter were not followed, the authority passing the orders appealed against should report on the allegations specifically and the allegation should be specifically examined by the appellate authority.

CHAPTER XI.

PERSONAL CONDUCT OF OFFICERS.

Personal conduct of Officers.

101. The conduct rules applicable to members of the Indian Police Service as issued by the Central Government have been communicated to the officers concerned. Those rules applicable to the officers of the Madras Police Service were issued with G.O. No. 2101, Public (Services), dated 18th December 1936, as amended from time to time. The rules applicable to the Madras Police Subordinate Service and the Malabar Special Police Subordinate Service are styled "The Madras Subordinate Police Officers' Conduct Rules, 1938." These have been supplied to all station-house officers and are also embodied in Annexure III-A to this volume and in the revised edition of the Police Head Constables' and Constables' Guide.

102. Reserve Inspectors in charge of Armed Reserves, officers in charge of the companies of the Malabar Special Police and Sub-Inspectors elsewhere are responsible for making clearly known to their subordinates such conduct rules as apply to them. Particular attention should be drawn to the rules regarding—

(1) Acceptances of gifts, gratuities and rewards;

(2) Public demonstrations in honour of Government servants;

(3) Collections of subscriptions;

(4) Lending and borrowing;

(5) Buying or selling houses and other valuable property;

(6) Holding or acquiring immovable property;

(7) Speculation;

(8) Insolvency and habitual indebtedness; and

(9) Communication of official documents or information.

Police officers addressing Government direct, etc., prohibited.

103. (1) Save as provided in rules and orders issued by the Inspector-General from time to time, Police Officers shall not correspond direct with Government in any matter relating to their official duties. They shall on no account address the Government directly on personal matters. Written representations of this nature should be made only through the proper official channel.

(2) (*a*) Police officers of all ranks are forbidden to approach officials of other departments and non-officials for support in pressing individual claims or obtaining redress of grievances.

(*b*) Police officers are forbidden to approach members of the State or Union Legislatures with a view to having their grievances made the subject of interpellations in the Legislatures.

(*c*) The prohibition in clause 2 (*a*) above shall apply to the acquisition of certificates or letter of recommendation other than certificates or formal letters addressed to Superintendents concerned bringing to their notice specific service rendered to the writer or under the official cognizance of the writer.

(3) Police officers are prohibited from obtaining interviews with Ministers or Secretaries to Government without the prior sanction of the Inspector-General.

(4) Police officers of all ranks are prohibited from applying directly or through their superior officers for promotion when vacancies occur and officers are prohibited from recommending subordinates for particular posts otherwise than as provided for by the rules or, if ordered to do so, by the authority empowered to fill such post.

Returns of immovable property.

104. (1) The returns of immovable property prescribed in the conduct rules referred to in Order No. 101 above shall be submitted before the 15th January to the Inspector-General through the usual channel by Gazetted Officers, and to the Superintendent or to their immediate superior officer, as the case may be by subordinate Police officers.

(2) (*a*) (i) These returns shall be kept separately as a permanent record, those relating to subordinate officers being disposed of in the manner laid down for service books and service rolls.

(ii) No returns need be sent by members of the Indian Police who are not of Indian domicile.

(iii) The particulars including "nil" returns furnished in the returns of Gazetted officers will be entered in a register maintained in the office of the Inspector-General in the form prescribed in the relevant Conduct Rules.

The particulars furnished in the returns of subordinate officers, including 'nil' returns, will be entered in the form prescribed in the "Madras Subordinate Police Officers' Conduct Rules, 1938" which is printed in the service books and service rolls.

(b) In either case the entries should be revised each year with reference to the latest return, and every entry or alteration shall be duly attested by the head of the office.

(3) Heads of offices should see that the register is properly maintained during their verification of service books and service rolls.

Next-of-Kin Returns.

105. Every Gazetted Officer with a Non-Asiatic domicile should on appointment and soon after he has given a decision as to such domicile, furnish a return in Form No. 3 giving particulars as to name and address of relative or friend to be communicated with in the event of his decease. He should prepare it in triplicate, keep one copy with him and forward the other two to the Chief Secretary to Government, Public Department, through the Inspector-General. Early in each succeeding year one form will be returned to him for noting any changes that may have occurred in the interval. G.Os. 2541, Home (Judl.), 3 Nov. 1919 and 401, Pub., 1 May 1926.

Enrolment in Army Units.

106. Police officers are not permitted to enrol in the Territorial Army or Indian Auxiliary Force or the Army in India Reserve of officers or to register for service in duty squadrons (dismounted) of the army in India or in the Indian Garrison and Duty Companies to be formed on mobilization. G.Os. 200 Judl., 21 May 1921, 270, Judl. (Police), 9 June 1923, 831, Pub.,29 Sep. 1928,and166 Pub., 13 Feb. 1931.

Issue of certificates of character forbidden.

* 107. (1) Police officers are forbidden to give certificates of character or conduct to their subordinates other than discharge certificate in the form prescribed.

(2) Police officers are also forbidden to issue character certificates to private individuals in their personal capacity. G.O. Ms. No. 1722, Home, 15 June 1954.

CHAPTER XII.

MAINTENANCE OF PERSONAL FILES, CONFIDENTIAL SHEETS AND SUBMISSION OF PERIODICAL REPORTS ON OFFICERS.

Personal files.

* 108. Immediately on his first appointment, a personal file will be opened for every officer of and above the rank of head constable and for constables selected as suitable for G.Os. 2059, Home, 2 Sep. 1936 and 3066, Home, 6 Nov. 1936.

promotion to the rank of head constable. This file will contain a continuous record of the officer's personal work and conduct while in the public service and should always be treated as a confidential record.

Contents of Personal Files.

* **109.** (1) This file will comprise the originals or authenticated copies of all reports, periodical or special confidential or otherwise, and of all formal orders or communications (with references to the original correspondence) by Government, the Inspector-General and other superior officers in gradation, commending or expressing dissatisfaction with or adversly criticising the work or conduct of the officer or rewarding or punishing him. Authenticated copies of all judicial orders or judgments or communications from Courts or Magistrates reflecting on the officer's work, unfavourably or expressing commendation of it, should also go into the file.

(2) The files relating to non-gazetted officers should contain the following records in addition to those mentioned in the preceding paragraph :—

(*a*) Copies of confidential sheet (Form No. 4).

(*b*) Copies of defaulter sheet (Form No. 5).

(*c*) List of rewards and good service entries as entered in the service book.

G.O. Ms. 3398, Home, 15 Aug. 1940.

(3) The records mentioned in sub-clauses (*b*) and (*c*) of clause (2) shall be kept in separate folders in the personal files. When entries in these records are to be made the folders containing them may be removed from the personal files and entries made by a clerk under the personal supervision of the officer who maintains the personal file.

(4) Reports, whether periodical or otherwise, should be docketed, page-numbered in ink and kept separate from the other documents which make the personal file of an officer ; other documents in the file should also be docketed separately and page-numbered in ink. The latest additions to each kind of record in the file should be filed at the end, to enable the file to be read bookwise.

Custody of Personal Files—Gazetted Officers.

* **110.** (1) Personal files of all gazetted officers (whether officiating or holding substantive appointments) will be maintained by the Inspector-General.

Non-Gazetted Officers.

(2) (*a*) The officers shown in column (1) of the following table will be responsible for personally maintaining the files of the non-gazetted officers shown in column (2) :— G.O. 4329, Home, 28 Oct. 1937.

Officer having custody of personal file.	Rank of non-gazetted officer in respect of whom the file is to be kept.
(1)	(2)
(*a*) Deputy Inspector-General.	(1) Inspectors. (2) Reserve Inspector.
(*b*) Superintendents	(3) Sub-Inspectors. (4) Sergeants. (5) Jamadars. (6) Head constables serving under their direct charge, other than those of the Armed Reserves.
(*c*) Principal, Police Training College, Vellore.	(7) Sergeants and Sub-Inspectors of the Police Training College and Police Recruits' School, Vellore, Superintendent, Assistant Superintendent and Tester Sub-Inspectors of the Finger Print Bureau, and Junior Reporters of the Shorthand Bureau.
(*d*) Superintendent, Special Branch, C.I.D., Madras.	(8) Sub-Inspectors and Sergeants of the Special Branch and Special Branch Photographer. G.O. Ms. 1050, Home, 30 Mar. 1942.
(*e*) Superintendent, Crime Branch, C.I.D., Madras.	(9) Sub-Inspectors in the Crime Branch, C.I.D.
(*f*) Commandant, Malabar Special Police.	(10) Subadars including Subadars-Major and Jamadars including Jamadar Adjutant.
(*g*) Deputy Superintendent of Police, Crime Branch, C.I.D.	(11) Head constables and constables declared fit for promotion to the rank of head constables under his direct charge.
(*h*) Deputy Superintendent of Police, Special Branch, C.I.D.	(12) Head constables and constables fit for promotion to the rank of head constables serving under his direct charge.
(*i*) Deputy Superintendent of Police, 'X' Branch, C.I.D., Madras.	(13) Head constables and constables fit for promotion to the rank of head constables serving under his direct charge.
(*j*) Subdivisional Officers ..	(14) Head constables serving under their direct charge.

Officer having custody of personal files. (1)	Rank of non-gazetted officer in respect of whom the file is to be kept. (2)
(*k*) Principals of Police Recruits' Schools.	(15) Sergeants, Sub-Inspectors and head constables on the Police Recruits' School staff.
(*l*) Inspectors	(16) Constables declared fit for promotion to the rank of head constables.
(*m*) Reserve Inspectors of Armed Reserve.	(17) Head constables, naiks, lance naiks and constables declared fit for promotion to the rank of head constables, serving under them.
(*n*) Police Radio Officer ..	(18) Sub-Inspectors, Sergeants, Supervisors and head constables and constables fit for promotion to the rank of head constables.
(*o*) Technical Assistant to Police Radio Officer.	(19) Electricians.
(*p*) Inspector, Radio Signal School.	(20) Constables fit for promotion to the rank of head constables attached to the school.
(*q*) State Examiner of Questioned Documents.	(21) Photographer attached to the State Examiner of Questioned Documents.

(*b*) In the case of officers not included in the above table, the authority competent to appoint the officers concerned shall maintain the personal files of the officers concerned. No personal files need be maintained for constables not declared fit for promotion to the rank of head constables.

G.O. 1292, Home, 29 Mar. 1937.

(3) *Confidential sheet.*—The confidential sheet (Form 4) prescribed for all non-gazetted officers in Order No. 109 (2) above will be maintained by the Superintendent, the Superintendents, Special Branch and Crime Branch, C.I.D., the Principal, Police Training College, Vellore, the Principals of Police Recruits' Schools, the Police Radio Officer or his Assistant, the Subdivisional Officer, or the Deputy Superintendents attached to the C.I.D., under whose direct charge, the non-gazetted subordinate is serving. In the case of Inspectors and Reserve Inspectors whose personal files are maintained by Deputy Inspectors-General, the gazetted officer maintaining the confidential sheet will send a copy of the sheet of each such non-gazetted officer and also copies of subsequent entries in the sheet other than those which are duplicates of reports in Form 11, as they are made, to the Deputy Inspector-General concerned. Subdivisional Officers including those in charge of

Police Recruits' Schools, the Deputy Superintendents, Special, Crime and X Branches, Criminal Investigation Department, and Technical Assistant to the Police Radio Officer will send copies of the sheets, or copies of entries therein, through their Superintendents or the Superintendents, Special Branch, X Branch and Crime Branch, Criminal Investigation Department, the Police Radio Officer, as the case may be.

(4) The confidential sheets of head constables and of constables declared fit for promotion to the rank of head constables will be maintained by Inspectors under whom they are serving except in the case of those serving in the Criminal Investigation Department. In the case of head constables, the Inspector will send copies of confidential sheets and copies of subsequent entries as they are made, to the gazetted officer who maintains the personal files of the head constables concerned, i.e., to the Superintendent in the case of head constables serving in the direct charge of the Superintendent and to the Subdivisional Officers in the case of those serving in their charge.

(5) The confidential sheets of head constables, naiks, lance naiks and constables declared fit for promotion to the rank of head constable of Armed Reserves will be maintained by Reserve Inspectors under whom they are serving. G.O. Ms. 2276, Home, 7 June 1947.

Transfer of personal files on promotion, etc.

* **111.** (1) On promotion to a higher rank, whether officiating or substantive, the personal file of the officer concerned shown in column (2) of the table in clause (2) of Order No. 110 above should be either retained or forwarded forthwith to the officer empowered to maintain it according to the requirements of column (1) of the said table. On the cessation of an officiating appointment, the file should be retained or forwarded to the officer empowered to maintain it, as the case may be.

(2) On the appointment of an Inspector to the Madras Police Service, the personal file of the officer should be forwarded by the Deputy Inspector-General having custody of it confidentially in a cover addressed to the Assistant Inspector-General by name. This record should be docketed and kept in the personal file separate from the record relating to the officer's service in the Madras Police Service.

(3) When an officiating Deputy Superintendent reverts, for want of a vacancy, to his substantive appointment, that portion of his personal file relating to his non-gazetted service will be returned to the Deputy Inspector-General to whose range he reverts, the portion relating to his gazetted service being retained by the Inspector-General until his repromotion or the termination of his service. When an officiating Deputy

Superintendent is permanently reverted to the rank of Inspector for unfitness, his whole personal file will be sent to the Deputy Inspector-General to whose range he reverts.

Writing up of personal files.

G.O. 623, Pub. (Ser.), 24 July 1933.

* **112.** (1) In order to keep the personal files in as full and complete a form as possible, they should be made up every half year and whenever there is a change in the immediate superior of the subordinate officer concerned.

(2) It is of the greatest importance that the entries in the confidential sheets and personal files should enable a correct estimate to be formed of the character, ability, etc., of the officer concerned. Entries regarding general character should be made after some experience is gained of the officer concerned and invariably after the inspection of the station or circle, or other charge of the officer as the case may be.

(3) Specific incidents should be recorded as soon as possible.

G.O. Ms. 3891, Home, 26 Oct. 1945.

(4) The entry of adverse remarks regarding character, conduct or honesty in confidential personal files, confidential sheets or confidential reports on officers should be supported by the reasons for taking the view recorded and, if possible, by reference to specific facts. An estimate that an officer is unfit for a particular rank should include the reasons for the estimate, and if possible, a statement of facts in support of the estimate. It should not be founded on general impressions only.

(5) Entries should be made bearing in mind the principles laid down in Order No. 113 below for communicating to subordinate officers unfavourable remarks by their superiors and such remarks or as much of their substance as the principles laid down in Order No. 113 requires, should be communicated to the officer concerned. The fact that such an entry has been communicated should be recorded in the personal file or confidential sheet, as the case may be.

G.O. 1292, Home, 29 Mar. 1937.

(6) The records maintained by Superintendents, the Superintendents, Special Branch, Crime Branch and X Branch, Criminal Investigation Department, the Principal, Police Training College, Vellore, the Commandant, Malabar Special Police, Subdivisional Officers, the Principals of Police Recruits' Schools, the Deputy Superintendents attached to the Criminal Investigation Department, the Police Radio Officer, Madras, Inspectors and Reserve Inspectors should be scrutinized during inspections by Deputy Inspectors-General and those maintained by Subdivisional Officers, the Principals of Police Recruits' Schools, the Deputy Superintendents, Special Branch, Crime Branch and X Branch, Criminal Investigation Department, Inspectors

and Reserve Inspectors by the Superintendents concerned or the Superintendent, Special Branch, Crime Branch, and X Branch, Criminal Investigation Department, as the case may be, to ensure that they are maintained correctly and regularly. Inspection reports should say how these records have been written up. In cases where the Deputy Inspector-General or the Superintendent, or the Superintendents, Special Branch, Crime Branch and X Branch, Criminal Investigation Department, or the Subdivisional Officer, as the case may be, disagrees with an entry in the confidential sheet by the immediate superior of the officer concerned, it will not only be open to him but will also be his duty to record his own views in the file as well.

Failure to do so at the proper time would imply that the higher authority concerned agrees with the entry made by the officer's immediate superior. Scrutinizing officers should, therefore, record their own views in the personal files at the earliest opportunity in cases where they disagree with any entries therein and should abstain from merely initialling a report or making the entry 'no remarks' in it, unless they accept as correct all the entries, below which their initials are placed, or the entry is made. G.Os. 2125, Pub. (Ser.) 28 Oct. 1940, and Ms. 802, Home, 18 Feb. 1941.

(7) (*a*) Superintendents, the Superintendents, Special Branch, Crime Branch and X Branch, Criminal Investigation Department, the Principal, Police Training College, Vellore, and the Commandant, Malabar Special Police, should certify every six months and before handing over charge in cases of transfer or when proceeding on leave— G.O. 1275, Home, 1 May 1937.

(i) that they have written up all the personal files and confidential sheets which they are required to maintain themselves, and

(ii) that they have scrutinized the files and sheets maintained by officers subordinate to them, if any, and that they are in order.

(*b*) The half-yearly certificates should reach the respective Deputy Inspector-General on 1st January and 1st July.

Instructions for communication of unfavourable remarks to officers concerned.

***113.** (1) The following rules laid down by the Central Government in the matter of communicating to subordinate officers unfavourable remarks made by their superiors in their confidential reports should be observed by all the officers concerned :— G.O. 1583, Pub, 5 Nov. 1915.

(*a*) When a report is built up on the individual opinions as noted of different departmental superiors in gradation, it is only the opinion as accepted by the highest authority which need be considered from the point of view of communication.

(b) As a general rule, in no case should an officer be kept in total ignorance for any length of time that his superiors, after sufficient experience of his work, are dissatisfied with him; in cases where a warning might eradicate or help to eradicate a particular fault, the advantages of prompt communication are obvious; where criticism is to be withheld, the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back.

(c) (i) Only those defects need be pointed out which can be remedied, since it would serve no useful purpose to communicate such criticisms as lack of ability or intelligence.

G.O. 1264, Pub. (Ser.), 24 Sep. 1930

(ii) In cases in which there are difficulties in communicating adverse remarks of non-ministerial officers, superior officers are given discretion to decide whether unfavourable remarks should be communicated formally or not to those concerned, but when such remarks are not communicated formally, opportunity may be found to communicate them informally.

(d) The reporting officer should specifically state whether the defects reported have been already brought in any other connexion to the notice of the officer concerned.

(e) Remarks in cases in which the Government or head of a department or other officer suspends judgment should not be communicated.

(f) Great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him.

G.Os. 42, Pub. (Ser.), 7 Jan. 1936, and 74, Home, 7th Apr. 1936.

(2) In the case of remarks implying or expressing suspicion in regard to an officer's honesty which are based on tangible grounds, e.g., a specific act of his or an incident in which he was concerned, he should be informed that such an act or incident has given rise to the suspicion that he is not honest and the fact of his having been so informed recorded in the records. In other cases, e.g., where such remarks are based merely on the attitude of the officer towards others and vice versa the remarks need not be communicated to him.

G.O. Ms. 803, Home, 18 Feb. 1941.

(3) Unfavourable remarks in confidential reports are not punishments under the statutory rules and for this reason no appeal lies against such remarks. Such reports express only the opinion of the officer making the report, but at the same time an officer should be given an opportunity to make a representation against any remarks of which the substance has been communicated to him and which he feels to be

Police Standing Orders, Volume I—Order No. 113.

Add the following as clause (*g*) of Order No. 113 (1) :—

" 113 (1) (*g*). It is not necessary to disclose the identity of the officer who recorded adverse remarks in the confidential report or in the personal file since what the Government servant should be interested in are the shortcomings which his superior officers have found in his work and conduct and not the particular superior officer who recorded them in the confidential report. The representations on the remarks, if any, should be objective pertaining to the shortcomings noticed. Apart from this disclosure of the identity of the superior officer is also likely to lead to unpleasantness and personal animosity. It is therefore desirable that while communicating the adverse remarks to the Government servant concerned, the identity of the superior officer making such remarks should not normally be disclosed.

If however in a particular case it is considered necessary to disclose the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated. "

(G.O. Ms. No. 2324, Home, dated 24th July 1964.)
(Rc. No. 19080/SR2/64.)

(P.G., Part I, dated 12th September 1964.)
[VIII list, dated 30th November 1964.]

unjustifiable. Such representations should be made to the authority charged with the duty of scrutinizing the officer's personal file. Where, however, the unfavourable remark is made by the scrutinizing authority itself, the representation may be made to the next higher authority. Memorials to Government will be considered in the same way and to the same extent as memorials in regard to specific punishments.

(4) No representation shall be considered by the appropriate authority if it has not been preferred within one month from date on which a copy of the unfavourable remark was communicated to the officer concerned. G.O. Ms. 2554 Home, 26 Aug. 1944.

Use to which confidential reports on officers can be put.

114. Confidential reports on officers are now referred to for various purposes concerning the officers. There should be no restriction on the use of such reports, but ordinarily the principle to be followed is that the reports should not be referred to by tribunals dealing with disciplinary cases till after they have arrived at their findings on the charges framed. G.O. Ms. 3545, Home 5 Aug. 1941.

Periodical reports—Annual reports on Deputy Inspectors-General and Superintendents.

115. (1) The Central Government have issued the following instructions regarding the preparation and communication of confidential reports on officers of the Indian Police and the Indian Police Service.

(*a*) Reporting officers should state in the confidential reports their opinion as to the suitability of the officers reported on for promotion. Instances of good or bad work or conduct of the officer upon which the report is based need not be given by the reporting officers, nor need mention be made of the period or degree of personal experience of the reporting officers, to justify the opinion recorded. Particular mention should be made about the officer's relations with his fellow officers and the general public.

(*b*) Special reports on an officer forwarded in response to enquiries regarding his fitness for promotion, or in cases in which his conduct is called in question should be included in his personal file.

(*c*) Every officer should be made aware of any defects, to which his attention is drawn in his confidential report irrespective of the fact whether it is a remediable or an irremediable defect. Any remarks in an officer's report which indicate that he has taken steps to remedy defects to which his attention has been drawn in a previous year should also be communicated to him, so that he may know that his efforts to improve have not passed unnoticed.

G.Os. Ms. 1938, Home, 20 June 1945, dated Ms. 3256, Home, 14 June 1936.

(2) The Inspector-General of Police shall send a confidential report (in Form No. 6) on Deputy Inspectors-General of Police and the Superintendent of Police, Selection Grade, whenever an officer serving in one of the posts, service in which qualifies him for special additional pension, completes a year of service in it. These reports will form the basis for the grant of special additional pension to such officers.

G.Os. 213, Pub.(Police), 5 Apr. 1930, and Ms. 1999, Home, 2 May 1950.

(3) (*a*) All Deputy Inspectors-General including the Commissioner of Police, Madras, should submit to the Inspector-General annually so as to reach him by 1st April a confidential report in Form No. 6 on each Superintendent in his range. By the same date, the Inspector-General will obtain from each Collector confidentially his remarks on the Superintendent of his district. These reports should be sent in duplicate. One copy of each report including that of the Collector will be forwarded by the Inspector-General with his own remarks on each officer so as to reach Government by 15th April, the other copy (with the report of the Collector) being recorded in the officer's personal file.

Pub.(Police), Dept. Memo. No. P. 24-1, 11 Apr. 1930.

(*b*) Such reports should also be sent whenever there is a change in the immediate superior of the officer concerned and when the officer is transferred out of the district or proceeds on leave, or reverts to his substantive appointment before the annual report is due.

Half-yearly reports on Assistant and Deputy Superintendents.

G.O. Ms. 1999, Home, 2 May 1950.

*116. (1) Superintendents and the Principal, Police Training College, Vellore, should submit to the Inspector-General half-yearly so as to reach him by 1st April and 1st October a confidential report in Form No. 6 on each Assistant or Deputy Superintendent working under him. These reports should be sent through the Collector and the Deputy Inspector-General concerned who are requested to add their remarks thereon. In the case of officers under training in the Police Training College, the reports need not pass through the Collector.

G.O. 609, Pub. (Police) 18 Nov. 1929, Pub. (Pol.) Dept. Memo. No. 5225-1, 8 Oct. 1931, and G.O. Ms. 1999, Home, 2 May 1950.

(2) In the case of officers who are either on probation or officiating (excepting those who have completed the prescribed period of probation), the Inspector-General will tabulate the reports in the form prescribed by Government (Form No. 7) adding his own remarks wherever necessary and forward them to Government so as to reach them by the 15th April and 15th October.

(3) The half-yearly reports from District Officers should also be sent whenever there is a change in the immediate superior of the officer concerned and when the officer is transferred out of the district or proceeds on leave, or reverts to his substantive appointment before the half-yearly report is due.

117. In addition to the reports prescribed in paragraphs (1) and (3) of Order No. 116, a special report should be sent to the Inspector-General of Police through the Deputy Inspectors-General concerned, immediately after a gazetted officer completes his prescribed period of probation, with a definite recommendation whether he can be allowed to complete his probation.

Annual reports on Inspectors selected for admission to the Madras Police Service.

118. The list of Inspectors who are considered suitable for admission to the Madras Police Service arranged in the order of preference by the Madras Public Service Commission will be communicated by the Inspector-General to all Deputy Inspectors-General, who should make it a point to scrutinize the work of such Inspectors when inspecting the district in which they are serving. Each Deputy Inspector-General should report annually and confidentially as to reach the Inspector-General by the 1st May, in the form prescribed (Form No. 8) on Inspectors considered fit to be selected and added to the list of Inspectors fit for promotion to Deputy Superintendent, and with full detailed reasons in the case of Inspectors already on the list, whose order in the list should be changed, or who should be removed. The Collector's opinion on the officers concerned should accompany such reports. The work and conduct during the previous year of each Inspector on the approved list reported for altered seniority on the list or removal therefrom should be specifically reported on and details of good or bad work should be recorded.

G.O. 2759, Home, 20 July 1937.

Half-yearly reports on certain non-gazetted officers including probationers.

119. (1) Superintendents, the Superintendent, Special Branch, C.I.D., the Principal, Police Training College, Vellore, and the Principals of Police Recruits Schools, should submit to the Deputy Inspector-General concerned, half-yearly so as to reach him by 15th March and 15th September, a confidential report in Form No. 9 on the following classes of officers :—

(*a*) Inspectors who have been selected for admission to the Madras Police Service.

(*b*) Officiating Inspectors who have not completed the prescribed period of probation.

(*c*) Reserve Inspectors.

(*d*) Sergeants who have been selected for admission to the rank of Reserve Inspector.

(*e*) Sub-Inspectors selected for promotion to the rank of Inspector.

G.O. Ms. 2759, Home, 20 July 1937.

The Collector's opinion regarding the officers in items (*a*) and (*b*) should accompany the reports on them. These reports should also be sent whenever there is a change in the immediate superior of the officer concerned and when the officer is transferred out of the district or proceeds on leave, or reverts to his substantive appointment before the half-yearly report is due.

(2) In the case of Sergeants on probation, the Commandant, Malabar Special Police, should submit to the Deputy Inspector-General monthly a confidential report in Form No. 9. Similar reports should be sent by Superintendents to the Deputy Inspector-General concerned every three months from the date they join the districts.

(3) In addition to the half-yearly reports prescribed in the first sub-paragraph of this order a special report should be sent immediately after an officer completes his prescribed period of probation, with a definite recommendation whether he is fit to be confirmed in his appointment.

(4) In every report other than the first, it should be stated definitely whether the officer concerned is fit for confirmation in his appointment.

(5) In the case of Sergeants recruited direct, the subject of the probationer's treatment of his subordinates and others and his progress in the study of obligatory language should be specially referred to, and any such officer found lacking in self-control and given to roughness in his dealing with the public, will *ipso facto* be reported as unsuitable for Police Service. A copy of the special instructions issued for Sergeants on this subject should be supplied to each such Sergeant on first appointment.

G.Os. Ms. 1578, Home, 21 Apr. 1947, and 938, Home, 28 Mar. 1946.

(6) The Deputy Inspector-General should forward the half-yearly reports prescribed in items (*a*) to (*d*) of clause (i) of this order to the Inspector-General so as to reach him by 1st April and 1st October after offering his own remarks on the reports of each officer. The other reports should be similarly forwarded as they are received. The Inspector-General will return these reports after perusal to the Deputy Inspector-General concerned, for record in the personal file of the subordinate officer concerned, and for issuing any orders that may be necessary on the reports of the District Officers.

(7) Half-yearly confidential reports should be submitted by the Commandant, Malabar Special Police, to the Deputy Inspector-General of Police, Central Range, so as to reach him by 15th March and 15th September on officiating Subadars, officiating Jamadars and officiating Havildars-Major of the Malabar Special Police who have not completed the prescribed period of probation and on Jamadars selected for promotion to the rank of Subadar. The Deputy Inspector-General will return these reports after perusal to the Commandant, for record in the personal file of the officer concerned.

Annual reports on Inspectors and Sergeants.

120. (1) (*a*) Superintendents of Police, the Superintendents, Special Branch, Crime Branch and X Branch, Criminal Investigation Department, the Principal, Police Training College, Vellore, and the Principals of Police Recruits' Schools, should send to the Deputy Inspector-General concerned, annually so as to reach him (i) by 15th March a confidential report in Form No. 11 on each Inspector and (ii) by 15th September a confidential report on each Sergeant for whom half-yearly reports have not been prescribed under Order No. 119. The Deputy Inspector-General will forward the report with such remarks as he considers necessary to the Inspector-General who, after perusal and issue of remarks or orders if any, will return the report to the Superintendent of Police, Superintendent, Special Branch, Crime Branch or X Branch, Criminal Investigation Department, or the Principal concerned through the Deputy Inspector-General for file in the personal file of the subordinate concerned. G.O. 1292, Home, 29 March 1937.

(*b*) In the case of Sergeants the opinion of the magistracy need not be obtained.

Annual reports on Subadar-Major and Subadars.

(2) Similar annual reports should also be submitted by the Commandant, Malabar Special Police, to the Deputy Inspector-General, Central Range, on Subadars including the Subadar-Major of the Malabar Special Police except those mentioned in clause (7) of Order No. 119. The Deputy Inspector-General, Central Range, will return these reports after perusal to the Commandant for record in the personal file of the officer concerned.

Half-yearly reports on Sub-Inspectors and Sergeants.

121. (1) Superintendents will submit to the Deputy Inspector-General concerned half-yearly so as to reach him by 15th May and 15th November a confidential report

in Form No. 9 on all Sub-Inspectors who have not completed their probation including head constables officiating as Sub-Inspectors, and on all Jamadars who are officiating as Sergeants and who have not completed their probation. In every report subsequent to the first, the Superintendent shall say definitely whether the officer concerned is fit for confirmation or not.

(2) Such reports should also be sent whenever there is a change in the immediate superior of the officers and when the officer is transferred out of the district or proceeds on leave, or reverts to his substantive appointment before the half-yearly report is due.

(3) In addition to the half-yearly reports prescribed above, a special report should be sent immediately after an officer completes his prescribed period of probation, with a definite recommendation whether he is fit to be confirmed.

Half-yearly reports on officiating Head Constables.

122. (1) Inspectors will submit to the Superintendent half-yearly so as to reach him by 1st April and 1st October a confidential report in Form No. 9 on all officiating head constables who have not completed their probation. In the case of officers serving in subdivisions, the report should be sent through the Subdivisional Officer concerned. In every report subsequent to the first, the Inspector shall say definitely whether the officer concerned is fit for confirmation or not.

clause vide correction slip 1(a)

(2) Such reports should also be sent whenever there is a change in the immediate superior who has to submit the report or when the officiating head constable is transferred out of the circle or proceeds on leave or reverts to his substantive appointment before the half-yearly report is due.

(3) In addition to the half-yearly reports prescribed above, the Superintendent should call for a special report from the Inspector concerned immediately after an officiating head constable completes his prescribed period of probation, as to his fitness for confirmation.

G.O 2661, Home, 14 July 1937.

NOTE.—The expressions "Deputy Inspectors-General" and "Superintendents" occurring in this chapter include the Commissioner of Police, Madras, and Deputy Commissioners of Police, respectively.

Police Standing Orders, Volume I—Order No. 122.

Substitute the following for clause (1) (*a*) of the Order :—

" 122 (1) (*a*) Superintendents of Police should submit to the Deputy Inspector-General of Police concerned half-yearly so as to reach him by 1st April and 1st October, a confidential report in Form No. 9 on all Assistant Sub-Inspectors who have not completed their probation. In every report subsequent to the first, the Superintendent of Police should say definitely whether the officer concerned is fit for confirmation or not ".

(G.O. Ms. No. 2233, Home, dated 15th July 1964.)
(R.C. No. 15436/SR/2/64.)
(P.G., Part I, dated 8th August 1964.)
[VIII list, dated 30th November 1964.]

Police Standing Orders. Volume I—Order No. 123—

Number the existing Order No. 123 as 123 (*a*) and *add* the following as 123 (*b*).

His duties regarding inspection.

123 (*b*)—The Inspector-General of Police will conduct biennial inspection of the offices of all Deputy Inspectors-General of Police and the Commissioner of Police, Madras. The inspection in respect of the Office of the Commisioner of Police, Madras will exclude purely judicial aspects of his magisterial work. He will also conduct annual inspection of the Offices of Deputy Inspectors-General of Police and the Commissioner of Police, Madras and comment on the working of the 'Tamil Scheme' in the prescribed questionnaire, where feasible, this may be combined with the—regular biennial inspection of the Deputy Inspector-General of Police offices and office of the Commissioner of Police, Madras.

PART II—POWERS AND DUTIES OF AND INSTRUCTIONS TO OFFICERS

A. General.

CHAPTER XIII.

POWERS AND DUTIES OF AND INSTRUCTIONS TO GAZETTED OFFICERS.

Inspector-General.

123. The Inspector-General is the central authority to direct operations necessitated by strikes, industrial troubles, riots, disorders or political movements spread over a wide area. Police action and dispositions necessary to combat such disturbances or movements will be under his general direction and control. Whereas, however, the Collector is responsible for the due maintenance of law and order in his district, the Inspector-General will, before moving the Armed Reserve or a portion of it from any particular district, consult the Collector concerned if there is time to do so. If, however, in an emergency there is no time for such prior consultation, he may act at his discretion provided that he informs the Collectors concerned as early as possible of any orders that he may issue and the reasons for them. Any orders issued by him bearing on the maintenance of law and order, such as, for example, instructions to the Armed Reserves, will also be communicated for the information of the Collectors concerned. G.O. 718, Pub. (Gen.), 10 June 1930.

Deputy Inspector-General in charge of a range.

124. The Deputy Inspector-General in charge of a range is a link in the chain of responsibility between the Inspector-General and district officers. He should endeavour by frequent personal inspection to establish and maintain efficiency and discipline, to ensure uniformity of procedure and practice and to secure co-operation between the Police of his several districts as well as harmonious working between the Police and the magistracy. He should control, instruct and advise Superintendents while being careful not to supersede them in any of their proper functions or relations to their subordinates. He will advise and, if necessary, supersede Superintendents of Police in times of grave disorder, taking over full control of the situation. He will pay particular attention to the training of and the discipline in the Armed Reserves so that as high as possible a standard of efficiency may be reached and maintained. Superintendents, on their part, should treat the Deputy Inspector-General with frankness, assist him in his inquiries, bring to his notice the requirements of their districts and consult him confidentially in all matters of difficulty.

His Administrative powers.

125. The Deputy Inspector-General has a large measure of administrative control within his range. His powers in the matter of appointments, postings, leave, rewards, punishments and appeals are detailed in the appropriate sections of the Police Standing Orders and in the rules issued by the Government from time to time to regulate the method of recruitment, conditions of service, pay and allowances, pension, discipline and conduct of the Madras Police Subordinate Service and the Malabar Special Police Subordinate Service.

His tour programme.

126. Each Deputy Inspector-General should send copies of his monthly tour programme to the Inspector-General and to the Collectors concerned. He will also forward to the Inspector-General of Police, as soon as possible after the close of each fortnight, a return showing the details of his touring and inspection work done during the fortnight.

His duties regarding inspection.

127. (1) Whenever a Deputy Inspector-General inspects a district or a portion of it, copies of his inspection reports should be sent to the Collectors of the districts concerned as well as to the Inspector-General.

(2) Each Deputy Inspector-General of Police in charge of range should conduct a thorough formal inspection of two districts in his range each year. The formal inspection of a district will cover at least one circle in each subdivision and from 12 to 15 stations. No time-limit is fixed for its extent in time but normally it should not be prolonged for more than a month. The same stations are not to be inspected repeatedly, year after year. The Deputy Inspector-General of Police will conduct informal inspections in all the other districts of the range during the year, inspecting the District Police Office, Stores, District Intelligence Bureau, the Armed Reserve, Police Stations in the area and the confidential records maintained by the Superintendent. He should examine the state of crime, Special Branch and general police work and also discuss current matters of interest and importance with the Superintendent of Police, giving him the benefit of his advice and instructions.

(3) A district wherein an officer is acting for the first time as Superintendent should be visited as soon as possible after he has settled down, and districts in charge of junior officers may well be visited twice or even more frequently during a year.

Police Standing Orders, Volume I—Order No. 127 (2)—

Number the existing Order No. 127 (2) as 127 (2) (*a*) and *add* the following as 127 (2) (*b*) and 127 (2) (*c*)—

127 (2) (*b*) :—Each Deputy Inspector-General of Police in-charge of a Range and the Deputy Inspector-General of Police, C.I.D., Madras and the Deputy Inspector-General of Police, Railways and Armed Police, Madras should conduct annual inspection of their offices—and send copies of the inspection reports to the Inspector-General. They will also comment specifically on the working of the 'Tamil Scheme' in their inspection notes in the questionnaire form prescribed. The Commissioner of Police, Madras should also conduct annual, inspection of a few sections in his office and send a copy of the inspection notes to the Inspector-General. He will also comment specifically on the working of the Tamil Scheme' in the inspection notes in the questionnaire form prescribed.

(4) Whenever a Deputy Inspector-General in charge of a range visits a district headquarters, he should make it a point of seeing all Gazetted Officers who are still on probation so that he can judge the progress that they have made and check the work done by them. He should also meet the Collector.

(5) The Deputy Inspector-General, Railways and C.I.D. should make a thorough formal inspection of a district every year, the others being informally inspected during the year. He should also inspect as many as possible of the District Intelligence Bureaux and District Special Branch records maintained by the Superintendents concerned.

(6) A Deputy Inspector-General of Police who inspects a district, either formally, or informally, i.e., headquarters only, should send confidentially in the form below his views on the Superintendents of Police, who administered the district and the subdivisional officers who held charge of subdivisions during the period covered by the inspection.

Confidential.

FORM

Report of Sri . . . . , Deputy Inspector-General of Police . . . . on the administration of . . . district/subdivision by Sri . . . . from . . . . to . . . . as gauged by the full district/informal headquarters/subdivision inspection report, dated . . . . .

(7) Deputy Inspectors-General of Police will confine their reports on District Special Branches to Special Branch matters only, and send their reports on District Special Branches to the Inspector-General with the rest of the inspection notes of stations, circles, etc., along with the consolidated notes of inspection of the district. They will also send copies of the reports on District Special Branches to the Deputy Inspector-General, Railways and C.I.D., Madras, who will examine them and take such action as he considers necessary, bringing to the notice of the Inspector-General anything of special interest or importance in these reports. These reports on District Special Branches will eventually be filed in the Special Branch Office of the C.I.D.

Inspection notes on the District Special Branches by the Deputy Inspector-General, Railways and C.I.D., should however be submitted to the Inspector-General direct (not office) then and there. Inspection notes on the District Intelligence Bureaux by the Deputy Inspector-General, Railways and C.I.D. (excluding Railway Intelligence Bureau) may be sent to Chief Office. Inspection notes on the District

Special Branch and Railway Intelligence Bureau of the Railway Police district should be submitted along with the inspection notes of the Railway Police district.

His duty with regard to crime.

128. It is the duty of the Deputy Inspector-General to see that steps are taken for the prevention of crime and, particularly, that adequate arrangements are made for dealing with any unusual outbreak. It is also his duty to exercise a constant scrutiny over the course of investigation of cases and see that Gazetted Officers take an adequate part therein. He should particularly watch the investigation of complicated or important cases and for this purpose he shall, on receipt of the first report in Form No. 13 in such cases, invariably call for progress reports in Form No. 15 and prescribe the intervals at which the reports should be sent.

Superintendent of Police.

G.O. 850, Judl., 17 June 1897.

129. The Superintendent is the head of the district police force. He is responsible for all matters relating to its internal economy and management, for the maintenance of its discipline and the punctual and regular performance of all its preventive and executive duties.

His relations with Collector.

G.Os. 850, Judl., 17 June 1897 and 1157, Judl., 2 Sep. 1909.

130. (1) The Collector, as the chief executive authority in the district, is primarily responsible for the maintenance of law and order and the criminal administration of the district. It is, therefore, the duty of the Superintendent to keep him fully informed both by personal conference and special reports, of all matters of importance concerning the peace of the district and the state of crime. For the purpose of control of crime and the maintenance of law and order, the Police force of the district will be under the control and direction of the Collector. In important matters of the above nature, the Superintendent should obtain the orders of the Collector.

G.O. Ms. 2582, Home, 30 Aug. 1954.

The Superintendents of Police are strictly forbidden from corresponding with the District Magistrates direct, in respect of lapses and delays on the part of Subordinate Magistracy. Such instances should be brought to the notice of the Inspector-General of Police, Madras, who in turn will bring them to the notice of the High Court.

G.O. 221, Pub. (Pol.), 20 Apr. 1932.

(2) The same obligations attach to the Superintendent of Government Railway Police in respect of the portions of his jurisdiction within his district.

Intervention of Collector.

131. (1) If the Collector, for any special reason, considers that a Police officer of or below the rank of Sub-Inspector should be transferred from a particular locality or from any special duty, he may request the Superintendent to transfer such officer.

(2) In the case of a Police officer above the rank of Sub-Inspector, the Collector may address the Inspector-General with a view to the officer's transfer.

To be acquainted with the character of his subordinates.

132. It is the duty of the Superintendent and the Subdivisional officer to make themselves acquainted with the character and qualifications of their subordinates. For this purpose they shall keep the following records in addition to those prescribed for the maintenance of personal files of non-gazetted officers :— G.O. 825, Home, 25 Feb. 1937. G.Os. Ms. 3842, Home 27 Aug. 1941, and 85, Home, 11 Jan. 1954.

(1) a list of detectives (Form No. 12);

(2) a seniority list of Sub-Inspectors;

(3) a seniority list of head constables with remarks as to their fitness for promotion;

(4) list of constables fit for promotion—
(*a*) in Armed Reserves,
(*b*) in the Taluk Police; and

(5) a list of constables fit for station writer's posts.

Duties towards his assistants.

* **133.** The Superintendent is responsible for seeing that his Assistants and Deputies work efficiently and it is his duty to bring to the notice of the Inspector-General any defects of character or temperament, or want of zeal, which detract from their utility as Police officers. The Superintendent may require from an Assistant or Deputy, who fails to secure his confidence, any reports or restrict him to any duty, which he sees fit, reporting the same to the Inspector-General. G.O. 850, Judl., 17 June 1897

Touring.

134. The Superintendent shall make constant tours of inspection through all parts of his district, remaining the longer in troublesome localities. He shall not confine himself to examining the Police stations, but shall visit villages and make himself acquainted with the village headmen and principal inhabitants, endeavouring to gain their confidence and enlist their co-operation, at the same time ascertaining the state of crime and inquiring into the work of his subordinates,

Personal investigation.

G.Os. 718, Judl., 22 May 1900 and 917, Judl., 7 June 1912.

135. (1) The Superintendent, shall, whenever practicable, personally investigate and superintend the investigation of the following crimes :—

(i) Dacoity,
(ii) Highway robbery,
(iii) Murder,
(iv) Culpable homicide,
(v) House-breaking and theft of a specially grave nature,
(vi) Thefts of a specially grave nature,
(vii) Any specially serious disturbance or riot,
(viii) Conspiracy cases,
(ix) Offences under sections 400 and 401, Indian Penal Code,
(x) Any case of a specially grave nature, and
(xi) Counterfeit currency notes.

(2) In cases of alleged extortion or bribery by a Police officer, the Superintendent must use his discretion whether to hold a personal inquiry or not, but all really serious cases of this nature should be inquired into either by the Superintendent or his Assistant or Deputy.

(3) Immediately on receipt of the first case diary in any of the above cases or after his personal investigation, whichever is earlier, he shall send a report in Form No. 13 to the Deputy Inspector-General and a copy of it to the Collector.

NOTE (1).—Some latitude is permitted as to compliance with this order. For instance, if the guilty persons are known and evidence is at once forthcoming, or if the case comes within its category merely for technical reasons, or, in respect of highway robbery and dacoity, the case is an isolated one, trivial of its kind, in which personal investigation is not likely to be useful or in cases of murder followed by suicide, personal investigation may often be a waste of an officer's time rather than beneficial.

NOTE (2).—All robberies of railway passengers should be regarded as "highway robberies".

Subdivisional Officers—Personal investigation.

136. (1) Subdivisional Police officers shall, whenever possible, investigate cases of the following classes, visiting the scene of crime and superintending the inquiry :—

(i) Dacoity,
(ii) Highway robbery,
(iii) Murder,
(iv) Culpable homicide,
(v) Robbery of over Rs. 200 and any case presenting important features,

(vi) House-breaking and theft of a specially grave nature,

(vii) Thefts of a specially grave nature,

(viii) Any disturbance, riot or affray of a serious nature,

(ix) Any important or specially grave cases, and

(x) Counterfeit currency notes.

They shall investigate important cases of lesser gravity, which may occur near their halting places.

(2) Immediately on receipt of the first case diary in any of the above cases or after their personal investigation whichever is earlier, they shall send a report in Form No. 13 to the Deputy Inspector-General through the Superintendent and a copy of it to the Collector.

NOTE (1).—Some latitude is permitted as to compliance with this order. For instance, if the guilty persons are known and evidence is at once forthcoming, or if the case comes within its category merely for technical reasons, or, in respect of highway robbery and dacoity, the case is an isolated one, trivial of its kind, in which personal investigation is not likely to be useful or in cases of murder followed by suicide, personal investigation may often be a waste of an officer's time rather than beneficial.

NOTE (2).—All cases of suspicious deaths of serious nature should be investigated by superior Police Officers (Subdivisional Officer or Superintendent of Police) at as early a stage as possible, by visiting the scene of offence and sending grave crime reports as required in Police Standing Order Nos. 135 and 136.

Weekly reports.

137. (1) At the close of the week, the Superintendent and the Subdivisional Officer shall submit a Weekly Report through the District Magistrate (Executive) and the Superintendent respectively, and also, when necessary, a Special Branch Weekly Report. The Weekly Report is in two parts, Forms Nos. 14 and 15. Part II should be sent only in those cases in which the Deputy Inspector-General has called for a progress report on the first report in Form No. 13.

(2) Part I of the Superintendent's weekly report is a secret document and that of the Subdivisional Officer, a confidential one, and the former is transmitted to the Inspector-General of Police. In it should be entered the work done by the officer, any matters of departmental interest, and any information concerning the district, likely to be useful to the Collector. When an officer is on tour, his halting places, the village visiting done, the distance travelled and the manner of performing marches should always be given. Part I containing remarks of the Inspector-General will be returned through the Deputy Inspector-General and will be re-submitted with replies through the

G.O. Ms. 2263. Home, 9 Aug. 1956.

ordinary channel. They will be filed confidentially in the office of the officer concerned and retained for ten years subject to the modification in the note below :—

NOTE.—All correspondence relating to the weekly report of the Superintendents of Police should be treated as *secret* at all stages and dealt with by the Superintendents of Police themselves and not by their office. The office copy of the weekly reports which are retained by the Superintendents of Police and the fair copies sent to the Inspector-General of Police should also be kept under the personal custody of the officers concerned.

(3) When a Deputy Inspector-General of Police is in charge of a district he need not send a weekly report, but the weekly report file in the Superintendent's office of the district concerned should contain a note that the Deputy Inspector-General of Police was in charge for the particular period.

Weekly reports, Part II—Superintendents.

138. Part II of the Weekly Report (Form No. 15) consists of reports of crime. The Superintendent shall report the following crimes :—

(1) Dacoity,
(2) Highway robbery,
(3) Murder,
(4) Culpable homicide,
(5) House-breaking with theft of a specially grave nature,
(6) Thefts of a specially grave nature,
(7) Any disturbance, riot, or affray of a specially grave nature, and
(8) Counterfeit currency notes.

Weekly reports, Part II—Subdivisional Officers.

139. (1) The Subdivisional Officers shall report the following cases :—

(i) Dacoity,
(ii) Highway robbery,
(iii) Robbery over Rs. 150,
(iv) Murder,
(v) Culpable homicide,
(vi) House-breaking and theft of a specially grave nature,
(vii) Thefts of a specially grave nature,
(viii) Any disturbance, riot, or affray of a specially grave nature, and
(ix) Counterfeit currency notes.

(2) Subdivisional Officers shall frame their grave crime reports themselves.

I

Police Standing Orders, Volume I—*Order No.* 144—

Substitute the following for the existing heading—

" Inquiry in cases of death or injury caused by Police or suffered in Police custody and in cases where Police or Public servant use fire-arm in suppressing a riot or in self-defence ".

General instructions regarding weekly reports.

140. (1) Progress reports shall be sent in all cases in which they are ordered by the Deputy Inspector-General and a final report showing the ultimate disposal of each case shall invariably be sent.

(2) Part II will ordinarily be dealt with and filed by the Deputy Inspector-General, who will forward to the Inspector-General reports in only such cases as he considers require the Inspector-General's detailed attention. Reports containing remarks of the Inspector-General will be returned with replies through the Collector whenever necessary; otherwise to the Deputy Inspector-General direct.

Subdivisional Police Officer.

141. The duties of an Assistant or Deputy Superintendent in charge of a subdivision are similar, subject to their limitations, to those of the Superintendent. These officers are entirely under the orders of the Superintendent, whom they are bound to keep fully informed of their proceedings and of what is going on in the subdivision and to consult him in all matters of difficulty. Correspondence, other than on matters of routine, with other departments should pass through the Superintendent.

G.O. 850, Judl., 17 June 1897.

Status of Deputy Superintendents.

142. Government have laid down that the departmental status of Deputy Superintendents is equivalent to that of an Assistant Superintendent.

Para. 33 of the Govt. of India's Resolution Nos. 248-259, 21 Mar. 1905.

Discharged Prisoners' Aid Societies.

143. Superintendents are desired to join the Discharged Prisoners' Aid Society in their respective districts and take an active interest in the working of the society. There is no objection, to their accepting a position on the Committee, if ordered.

G.O. 2315, Law (Genl.), 4 June 1931.

NOTE.—No expenditure to Government on this account can be allowed. It will no doubt be possible and probably desirable to arrange in most cases that the Superintendent is an ex-officio member.

Vide correction slip.

Inquiry in cases of death or injury caused by the Police or suffered in Police custody. and in cases where police or public serva[nts] ...

144. (1) Cases of (*a*) death or grievous hurt alleged to have been caused by a Police officer whether in his public or private capacity or to have occurred to any person while in Police custody, and (*b*) torture, i.e., all cases of hurt or more serious injury inflicted by a Police officer for the purpose of extorting a confession or information, should always be

G.Os. 1659, Judl., 12 Oct. 1912, 1692, Home (Judl.), 14 Aug. 1917 and 71, Pub. (Pol.), 15 Feb. 1932.

inquired into by a magistrate. In other cases an officer who has taken a personal part in the investigation of an offence should be precluded from investigating into charges of illtreatment on the part of the Police in connexion therewith, but with this reservation Superintendents and their subordinate gazetted officers may make an informal investigation into such matters although they have received reports of the investigation personally made by their subordinates.

G.O. 506, Pub. (Pol.), 24 Sep. 1929.

(2) When any person dies while in Police custody, an immediate report should be made to the nearest magistrate empowered to hold inquests detailing the facts and circumstances so far as known and the body should be preserved for inspection by the said magistrate.

NOTE.—Superintendents of Police should send brief reports to the Inspector-General of Police by radio or telegram immediately allegations of Police torture are made or death in Police custody occurs. This should be followed up with a detailed report, expeditiously.

(3) vide Correction slip

Procedure in respect of charges of torture by the Police or of death or grievous hurt caused by the Police.

G.O. Ms. 2854, Home, 12 Oct. 1955.

145. The following procedure is prescribed in respect of charges of torture or of causing death or grievous hurt, against Police Officials:—

In the Mufassal.—(1) (*a*) A Gazetted Police Officer to whom a complaint of such an offence is made or who otherwise hears of such an occurrence should immediately start an informal investigation into the occurrence and should also report the case at once to the Revenue Divisional Officer concerned. Any such investigation should be subject to the instructions in paragraph (2) below.

(*b*) When information of the commission of any such offence is received by a Police Officer below the rank of Assistant or Deputy Superintendent of Police, he should not make any regular investigation himself but should at once report the case to the Revenue Divisional Officer and the Assistant or Deputy Superintendent of Police to whom he is subordinate and send a copy of such report to the Superintendent of Police direct.

(2) On receiving information about any such occurrence either from a Police Officer as indicated in paragraph (1) above or otherwise, an informal enquiry into the occurrence should be conducted by the Revenue Divisional Officer to see whether there are grounds for launching a criminal

prosecution and to fix the responsibility on individual Police Officers. There is no objection to a Gazetted Police Officer being associated with such an enquiry but there should be no parallel investigation by the Police, referred to in paragraph (1) above or otherwise, and any information gathered by a Gazetted Police Officer should promptly be reported to the Revenue Divisional Officer. The Revenue Divisional Officer should complete the informal enquiry in the manner indicated in paragraphs (3) and (4) below.

(3) When a complaint of torture has been filed in the Court of a Judicial Magistrate by the affected party, the Revenue Divisional Officer conducting the informal enquiry under paragraph (2) above should not terminate it but should continue it and arrive at his own findings on the individual responsibility of each Police Official; such findings should however be kept confidential pending the result of the Judicial enquiry or trial emanating from the complaint. On the completion of such Judicial enquiry, the Revenue Divisional Officer should decide on the further course of action to be followed, in the light of the Judicial decision and take appropriate steps.

(4) When the affected party files no such complaint in the Court of a Judicial Magistrate, the Revenue Divisional Officer should complete his investigation and arrive at specific findings as to whether there are grounds to launch criminal proceedings and as to the individual responsibility of each of the Police Officers concerned and submit a report to the Collector. If any prosecution for the offence is considered necessary as a result of such findings, the Collector should issue instructions to the Revenue Divisional Officer for laying a formal complaint, for the offence or offences disclosed, before the Court of the First-class Judicial Magistrate having jurisdiction.

City of Madras.—(5) The procedure prescribed in paragraphs (1) to (4) will apply *mutatis mutandis* in respect of the charges of the same nature against the Police in the City of Madras, with the following modification:—

Every reference to the Revenue Divisional Officer in those paragraphs will be construed as referring to the Chief Presidency Magistrate. The report to the Collector referred to in paragraph 4 above need not however be sent by the Chief Presidency Magistrate to any other authority. The Chief Presidency Magistrate may direct any of the Presidency Magistrates to hold the informal enquiry into the occurrence.

Such Presidency Magistrate should conduct the informal enquiry and record findings on the questions referred to in paragraph (2) above in the matter and forward the same to the Chief Presidency Magistrate. If any prosecution for the offence is considered necessary in consequence of these findings, the Chief Presidency Magistrate may issue instructions to the Commissioner of Police for laying a formal complaint in such Court of the Presidency Magistrate as he may specify, other than the Presidency Magistrate who conducted the informal enquiry.

General.—(6) When complaints of torture, etc., against the Police subordinate are received by a Police Officer either in the mofussil or in the City through the media of telegrams from non-official sources or anonymous or pseudonymous petitions and letters, or even by vague rumour, the officer receiving the same, should immediately inform the Revenue Divisional Officer concerned in the mofussil and the Chief Presidency Magistrate in the City of Madras of the fact that a complaint has been received and that he is trying to verify the veracity or authenticity of the information and that the result of the verification will be communicated to the Revenue Divisional Officer or the Chief Presidency Magistrate as the case may be as early as possible. He should not however register the complaint as a First Information Report until after such verification.

(7) It is left to the Revenue Divisional Officer concerned in the mofussil and the Chief Presidency Magistrate in the City either to wait for the result of the Police verification of the authenticity of the report or cause to be made such verification as he considers necessary. The Revenue Divisional Officer or the Chief Presidency Magistrate, as the case may be, should not however start the formal investigation under paragraph (2) above, before satisfying himself as to the authenticity of the anonymous or pseudonymous communications containing the complaint.

(8) Such cases as are referred to in paragraphs (1) (*a*) and (*b*) above should receive special mention in Part I of the Weekly Report prescribed by Police Standing Order, Volume I, Order No. 137, by both the Assistant or Deputy Superintendent of Police concerned and the Superintendent of Police in the mofussil and the Assistant Commissioner and the Deputy Commissioner in the City of Madras.

Commission to be appointed in special cases.

146. (1) Where a Sessions Court, or the High Court, records its opinion that a special inquiry into the conduct of the Police is necessary, an inquiry will be publicly conducted by a commission appointed by Government and consisting of two officers, of whom one has had judicial experience and neither belongs to the Police Department. Should, however, sufficient evidence be available without the investigation of the special commission, to justify the institution of criminal proceedings forthwith, that course should at once be taken. G.O. 655, Judl., 16 Mar. 1914.

(2) The appointment of a special commission will not take the place of a departmental inquiry, which should be made in all cases where further evidence is required, but such departmental inquiry should be preliminary and ancillary to the special inquiry or the criminal prosecution, and all evidence available, whether derived from the Police officer's inquiry or otherwise, should be laid before the special commission or the criminal court.

Perusal of Case Diaries by Gazetted Officers.

147. (1) All case diaries of the Main Range shall be read by the Superintendent and those of subdivisions by the Subdivisional Officers, and any necessary instructions or orders should be passed upon them.

(2) The remarks made in the case diaries should be communicated to the Inspectors or the Station House Officers as the case may be by crime memoranda, instead of returning the remarked case diaries in orginal.

The Subdivisional Officers and Inspectors should without fail, once a fortnight, go through the Crime Memoranda Book, see whether replies to their memoranda have been received and take further necessary action.

Inspection.

148. (1) Every police station and outpost must be inspected by one of the gazetted officers of the district, at least once in a calendar year. Irrespective of inspections by the Superintendent, every police station and outpost in the subdivision must be inspected by the Subdivisional Officer at least once in a calendar year. Inspection should, as far as possible, be carried out by circles.

(2) During the inspection, every musket in the station will be tested by firing a blank cartridge.

(3) Superintendents of Police will inspect every year one circle in each of the subdivisions, inspections comprising 2 to 3 of the more important stations and the circle records. They will, during the course of this inspection, visit the rest of the station in the circle. During these visits Pl. see correction slip.

they will examine particularly the incidence of crime, detection and the maintenance of discipline. They will write notes of their visits to these stations and submit them to their Deputy Inspector-General in the same manner as notes of Station inspection. In districts, where there are only two subdivisions, the Superintendent will inspect three circles in a year. Except for special reasons, Superintendents will not inspect the same circles in consecutive years.

(4) During December of every year, the Superintendents will draw up a programme of their inspections and visits in the coming year and submit it to the Deputy Inspector-General for approval. This should be done before the end of the year.

Station Inspection Reports.

149. A copy of the remarks left in the station or Outpost Visiting Book whether during an inspection or a visit is to be forwarded with the Weekly Report. An inspection report should be sent with Form No. 17. These reports will be dealt with and returned by the Deputy Inspector-General.

Circle Inspection Reports.

150. (1) On the completion of the inspection of a circle, the officer shall record instructions in the Circle Inspector's Visiting Book and forward a copy of them with a report in Form No. 17 with his Weekly Report. These reports will be dealt with by the Deputy Inspector-General and need not be forwarded to the Inspector-General unless they contain anything which should be brought to his notice.

(2) Inspecting Officers should see that the stock books of stationery and printed forms are properly maintained and make a specific report on this point.

Half-yearly meetings of Inspectors.

151-A. A meeting of all the Inspectors of the district and of those Sub-Inspectors whose presence the Superintendent requires shall be held once every half-year, at a time and place to be decided upon by the Superintendent, to exchange information and discuss matters connected with the Police administration of the district. Railway Police Inspectors, whose jurisdiction lies in the district, will attend, due notice being sent to their Superintendent. All Gazetted Officers in the district should be present, if possible.

Annual meetings of Reserve Inspectors of the Armed Reserve.

151-B. A meeting of all Reserve Inspectors of the Armed Reserves in each range will be held during the Annual Range Police Sports for a free and frank discussion between them, on matters like drill, discipline, etc., relating to the Armed Reserves.

Meetings with Gazetted Officers of Ceylon.

152. The Government have decided that no conference of gazetted Police officers of this State and Ceylon is necessary. If, in future such a proposal is renewed, it must be supported with reasons why the subjects mooted cannot be settled equally satisfactorily, if not better by correspondence. G.O.Ms. 2814, Home, 2 Aug. 1952.

Meetings with Gazetted Officers of other States.

* **153.** (1) Meetings with officers of other States will be held as shown below :— G.O. 586, Home, 16 Feb. 1952.

Officers who will attend the meeting.	Month of meeting.	Place of meeting.
(1)	(2)	(3)
(*a*) The Inspector-General of Police in Mysore, Deputy Inspectors-General of Police, City of Bangalore Special Branch and C.I.D., Bangalore, Mysore Railways, Mysore. Western Range and Railways and C.I.D., Madras, Central Range and Railways and C.I.D., Andhra, and the Deputy Inspector-General, C.I.D., Bombay, or his Assistant and the Superintendents of Police, Salem, North Arcot, South Kanara, Coimbatore, Nilgiris, Malabar and the Government Railway Police, Tiruchirappalli of the Madras State, Chittoor, Anantapur, Kurnool Rural and Railway Police, Vijayavada, of the Andhra State, all Superintendents of Police of the Mysore State, and the Superintendent of Police, Mysore State Railways, Bangalore and Superintendents of Police, Dharwar and North Kanara districts of the Bombay State and Superintendent of Police, Coorg.	June ..	Bangalore.
(*b*) The Inspector-General of Police, Travancore-Cochin, the Deputy Inspectors-General of Police, Western and Southern Ranges, Superintendents of Police, Malabar, Coimbatore, Tirunelveli, Ramanathapuram, and Madurai North of the Madras State, the Superintendent of Police, Tiruchur and the	September—October.	Coimbatore or Trichur in alternate years.

Officers who will attend the meeting. (1)	Month of meeting. (2)	Place of meeting. (3)
Assistant Superintendent of Police, Ernakulam, of the Travancore-Cochin State and the Superintendent of Police, Coorg.		

(2) The following procedure will be adopted for the conduct of the meetings :—

(i) The Inspector-General of Police in Mysore will preside over the meeting to be held at Bangalore and will maintain the records relating to it. This officer and the Deputy Inspector-General of Police, Central Range, Anantapur (Andhra State), will decide what subjects shall be discussed. The Inspector-General of Police, Mysore, will issue the proceedings of the meeting after sending them first to the Deputy Inspector-General of Police, Central Range, Anantapur. A copy thereof should be sent to the Inspector-General of Police of the States participating in the Conference.

(ii) The Deputy Inspector-General of Police, Western Range, and the Inspector-General of Police, Travancore-Cochin State, will decide what subjects shall be discussed at the meetings to be held at Coimbatore or Tiruchur. The former will preside and issue proceedings when the meetings are held at Coimbatore and the latter when the meetings are held at Trichur. Copies of the proceedings shall be sent to the Inspectors-General of Police, Madras and Travancore-Cochin States.

Meeting between the officers of the Southern and Eastern Railways.

G.O. Ms. 4249, Home, 22 Nov. 1952.

154. (1) Meeting between the officers of the Southern and Eastern Railways and Madras State Police will be held as shown below :—

Officers who will attend the meeting. (1)	When to be held. (2)	Place of meeting. (3)
(*a*) Regional Traffic Superintendent, Tiruchirappalli, District Traffic Superintendent, Tiruchirappalli; Assistant Superintendent, Watch and Ward, Tiruchirappalli, of the Southern Railway and District Superintendent of Police, Government Railway Police, Tiruchirappalli and/or his Gazetted Assistants.	Quarterly.	Tiruchirappalli.

Officers who will attend the meeting.	When to be held.	Place of meeting.
(1)	(2)	(3)
(b) Regional Traffic Superintendent, Rayapuram, District Traffic Superintendent (C), Rayapuram; Assistant Superintendent, Watch and Ward, Rayapuram of the Southern Railway and Superintendents of Police, Government Railway Police, Vijayavada (Andhra State) and Tiruchirappalli and/or their Gazetted Assistants.	Quarterly.	Rayapuram.
(c) Deputy General Manager, Chief Operating Superintendent, Chief Commercial Superintendent, Superintendent, Watch and Ward of the Southern Railways and Deputy Inspector-General of Police, Railways and C.I.D., Madras, District Superintendent, Government Railway Police, Tiruchirappalli and the Representatives of Bombay, Mysore, Andhra and Travancore-Cochin States Police.	Half-yearly.	Madras.

(2) (a) Convenors for the quarterly meetings at Tiruchirappalli and Rayapuram are Regional Traffic Superintendent, Tiruchirappalli and Rayapuram, respectively, and the half-yearly meeting at Madras will be convened by the Superintendent, Watch and Ward, Southern Railway, Madras.

(b) The proceedings of the meetings will be issued by the convenors of the meetings.

(3) The above meetings are intended to be held so that intelligence regarding the 'black spots' organized gang work, etc., may be freely exchanged, complicity of Railway employees in crimes and the necessary measures for prevention, formulated.

Officer entitled to take the Salute at Ceremonial Parades.

155. The salute at ceremonial Police parades, e.g., those held on the Republic Day or Independence Day should be taken by the highest Executive Officer present on the occasion, that is, the Governor, the Commissioner of Police, Madras, or the Collector, as the case may be. G.O. 2453, Home, 28 June 1937.

Attendance at Sessions.

156. Sessions Judges have been instructed by the High Court to send to the Superintendents of their divisions, before the commencement of each of their sessions, a list of cases posted for trial with the dates fixed for hearing. Superintendents will examine these lists and will attend those hearings which they consider advisable on their part, or will depute their Subdivisional Officers to do so. Deputy Inspectors-General of Police at their inspections will satisfy themselves that attendance has been satisfactory and not omitted without good reason.

Report of casualties among Inspectors, Reserve Inspectors, etc.

157. The Superintendents, Principals of Police Training College and Police Recruits' Schools, the Deputy Inspector-General, Railways and C.I.D., and the Commissioner of Police, Madras, as the case may be, shall report to the Inspector-General on their occurrence, casualties among Inspectors, Reserve Inspectors and Sergeants caused by discharge or death and changes in the comparative seniority of officers of these ranks.

Report of death of European Officers.

Art. 327 of the Madras Financial Code, Form No. 21 of the Madras Financial Code, Vol. I.

158. (1) The death of all European gazetted and subordinate Police officers shall be reported to the Inspector-General for communication to Government. The following particulars should be given :—

(i) Name.
(ii) Date of death.
(iii) Place of death.
(iv) Occupation at the time of death.
(v) Age at the time of death : years, months, days.
(vi) Place of birth.
(vii) Particulars as to family connexions.
(viii) Whether any of the relatives were present at the time of death, and, if not, whether the information was wired to them.
(ix) Address in England of relatives (if known).
(x) Particulars as to property (if any).
(xi) Length of service.
(xii) Cause of death.
(xiii) Remarks.

G.O. 497, Pub., 14 July 1924.

(2) Cases of death or wounding of European officers whether under ordinary or exceptional circumstances, should be telegraphed to the Inspector-General with particulars attending each case.

Safe custody of keys of confidential almirahs and boxes.

159. The confidential almirahs and boxes of all gazetted officers should be provided with keys in duplicate. The duplicate keys should be placed in a sealed cover and lodged for safe custody in the District Treasury. A manuscript register of duplicate keys should be maintained, and once a year, in the month of April, the keys should be sent for, examined and returned to the treasury under a fresh seal, a note to this effect being made in the register. Superintendents are personally responsible to see that the orders are carried out.

List of Police Officers awarded medals.

160. Deputy Inspectors-General and Superintendents including the Principal, Police Training College, Vellore, should report to the Inspector-General, as soon as they occur, casualties and other changes among officers of the Police department, who have been granted medals. They should also furnish the following particulars regarding the recipients of medals as soon as they are awarded :—

(1) Date of birth, and

(2) place of residence.

Revolver practice.

161. Every gazetted officer (including probationers) is required to fire 48 rounds of revolver ammunition every year. The ammunition will be supplied free. G.O. 362, Judl. (Pol.), 2 July 1924.

Scale of conveyance to be maintained by Gazetted Officers.

162. Every gazetted officer should maintain a thoroughly serviceable motor vehicle (car or cycle). The maintenance of a horse in addition to the motor vehicle is however optional. G.O. 5239, Home, 9 Dec. 1950.

Officers exempted from maintaining a conveyance.

163. The officers mentioned below need not maintain either a motor vehicle or a horse :— G.Os. 107, Judl. (Pol.), 6 Mar. 1923, and 714, Judl., 15 Dec. 1925.

(1) The Assistant Inspector-General of Police.

(2) The Superintendent, Special Branch, Criminal Investigation Department.

(3) Officers of the Railway Police.

(4) Principals of Recruits' Schools.

(5) Deputy Superintendents attached to the office of the Inspector-General and Criminal Investigation Department.

(6) Officers of the Malabar Special Police and Special Armed Police. G.O. Ms. 1756, Home, 3 May 1951.

Conveyances—Period within which to be obtained or replaced.

G.O. Ms. 2930, Home, 24 July 1951.

164. (1) Every Probationary Assistant Superintendent of Police or Probationary Deputy Superintendent of Police or officiating Deputy Superintendent of Police must maintain a thoroughly serviceable motor vehicle (car or cycle) within three months of his being posted to hold charge of a subdivision.

(2) An officer will be allowed one month to replace a motor vehicle sold.

(3) An officer on return from long leave should provide himself with a motor vehicle within one month after his arrival.

Exemption from maintaining a conveyance—Authority competent to grant.

G.O. Ms. 2930, Home, 24 July 1951.

165. (1) The Inspector-General of Police is empowered to grant officers temporary exemption from the obligation to maintain a motor vehicle for not more than six months. If the officers do not get a motor vehicle within the time allowed, the Inspector-General of Police should address the Government for orders in the matter.

(2) An officer, who does not provide himself with the required means of conveyance within the prescribed period and has not been exempted in the manner indicated above is liable to have his travelling allowance reduced.

Certificates and Reports regarding maintenance of conveyance by Gazetted Officers.

G.O. Ms. 2930, Home, 24 July 1951.

166. (1) Every officer will certify in his travelling allowance bills that he has maintained a motor vehicle and that it is in running order.

(2) When an officer's motor vehicle is sold or becomes unserviceable, he must report the fact officially at once to the officer who countersigns his travelling allowance bill.

(3) Deputy Inspectors-General, when on tour, should see that officers have the required means of conveyance and report the fact in their notes of inspection.

167. *Deleted.*

Collector to be informed of absence from district.

***168.** The Superintendent shall inform the Collector of his intended absence before leaving his district on duty, and obtain his consent before leaving the district on casual leave.

Urgent work—Transaction when Superintendent or Subdivisional Officer is on casual leave—Arrangements to be made.

***169.** The Superintendent shall make necessary arrangements for the transaction of all urgent and important work during casual leave taken by himself or any of his Subdivisional Officers.

Reports to the Secretary to Government, Home Department, and to the Private Secretary to the Governor.

170. (1) The following officers should report to the Secretary to Government, Home Department, and to the Private Secretary to the Governor, their arrival at, or return to, and their departure from, Madras :— G.O.s. 744, Pub., 7 Aug. 1926 and 906, Pub., 19 Oct. 1926.

(i) Inspector-General of Police.

(ii) Commissioner of Police.

(iii) Deputy Inspector-General of Police.

(2) If any of the officers mentioned above arrives at or departs from Ootacamund, when the Governor is staying there, he should report to the Private Secretary to the Governor.

Reports to the Secretary to Government, Home Department, only.

171. Superintendents should report to the Secretary to Government, Home Department, their arrival at, or return to, and their departure from, Madras. G.Os. 744, Pub., 7 Aug. 1926, and 906, Pub., 19 Oct. 1926.

Procedure to be followed in sending reports.

172. The procedure to be followed in sending reports and the forms to be used are given below. The forms can be obtained from the Superintendent, Government Press, Madras, on indent. G.Os. 744, Pub., 7 Aug. 1926, 906 Pub., 19 Oct. 1926, and 23 Judl. 18 Jan. 1927.

(1) *Arrivals.*—An officer should send the report in Form I, before he is due to reach headquarters, unless he has already given the information in Form II before or on his departure from headquarters. Any change in his plans relating to his arrival should be reported in Form I. An officer who has not already reported the date of his arrival at, or return to headquarters in Form I or Form II, should, on arrival at headquarters, report by making an entry in the book and forms kept at the Secretariat for the purpose, or by letter or by telephonic message; entries in the form kept at the Secretariat for intimation to the Private Secretary to the Governor will be transmitted to him without delay.

(2) *Departures.*—An officer should send a report in Form II as soon as the date of his departure is fixed unless the information has been given already in Form I. Any change in his plans of his departure should be reported in Form II.

NOTE.—The instruction contained in orders Nos. 170 to 172 above apply to officers on leave as well as to those on duty.

FORM I.

ARRIVAL REPORT.

1 Name
2 Designation
3 Place from which coming or to which returning
4 Date of arrival at/return to the headquarters of Government
5 Address at headquarters
6 Probable date of departure
7 Destination

Station
Dated

Signature of officer.

To

The Private Secretary to the Governor.

The Secretary to Government, Home Department.

FORM II.

REPORT OF DEPARTURE.

1 Name
2 Designation
3 Probable date of departure
4 Probable date of return to headquarters of Government
5 Districts and principal places to be visited if the officer is the head of a department

Station.
Dated

Signature of officer.

To

The Private Secretary to the Governor.

The Secretary to Government, Home Department.

Visit to neighbouring States.

G.O. Ms. 1286, Home, 5 May 1951.

173. Whenever an accused is to be apprehended or goods seized within the limits of a neighbouring State, close touch with the local Police of that State should be maintained by the Police of this State in the interests of both of good relations with the States and of speedy and effective investigation.

In emergent cases where the time required to contact the local Police is likely to result in the disappearance or removal of incriminating evidence or the escape of the suspected accused, independent action may be taken to the extent considered necessary, but the local Police should be informed of the action taken.

Gazetted Officers—Reports of arrival in Madras to the Assistant Inspector-General of Police and contacting the Deputy Inspector-General of Police, Railways and C.I.D.

174. (1) Gazetted officers on arrival in Madras are required to report their address to the Assistant Inspector-General of Police.

(2) Superintendents of Police will also contact the Deputy Inspector-General of Police, Railways and C.I.D., Madras, in regard to Crime and Special Branch matters in their district, or in his absence, the Superintendent of Police, Special Branch.

Payment for supplies on tour.

175. (1) Officers, when on tour, are required to see that the full market value is paid for supplies and that the money reaches the proper person. A written order should be given to the supplier for all articles required. G.O. 503, Pub., 20 July 1909.

(2) For full instructions issued by Government regarding supply of carts or other conveyances to officers on tour—vide Inspector-General's Circular Foc. No. 365/Acct./50, dated 28th March 1950.

Copy of circulars to be sent to Inspector-General.

176. (1) A copy of any circular or other general communication, explanatory or in complement of any Police Standing Order, should be sent to the Inspector-General by a Deputy Inspector-General or through the Deputy Inspector-General by a Superintendent or Subdivisional Officer.

(2) No circular calling for a new return or periodical information shall issue without the previous approval of the Inspector-General.

(3) If a Deputy Inspector-General disapproves of any circular issued by a Superintendent or Subdivisional Officer, he may cancel it and, in that case, it need not be forwarded to the Inspector-General.

Grant of documents or copies.

* **177.** No document or official paper of any kind or any copy of such paper belonging to or in the custody of the Police shall be furnished to any private individual or other person not authorized by law to require it, except under orders of a competent court or competent authority.

178. Applications or petitions presented to any executive officer for the purpose of obtaining a copy or translation of any order passed by such officer or of any other document on record in such office should be affixed with two annas court-fee stamp.

CHAPTER XIV.

POWERS AND DUTIES OF AND INSTRUCTIONS TO NON-GAZETTED OFFICERS.

Circle Inspector.

* **179.** The principal duties of the Circle Inspector are to supervise the Police work of his circle in all its branches, to maintain discipline among his subordinates, to see to the upkeep of arms, accoutrements and other Government property and buildings, and to keep his immediate superior informed of the state of the circle from a Police point of view. The Circle Inspector's supervision will in no way relieve the Sub-Inspector of full responsibility for the Police work in his station area.

Inspection of stations.

180. (1) The inspection of Police stations by Inspectors in charge of rural, town and Railway Police Circles will be once every quarter. But their visits to stations should be frequent and reports at such visits will be recognized as forming part of the formal inspection report. A record of each visit to the station and the instructions issued should find a place in the Inspector's visiting book.

(2) A Circle Inspector's remarks on the inspection of a station should be directed principally to pointing out errors and giving instructions. They should not be allowed to take the form of a review of the various branches of Police work.

(3) Circle Inspectors shall visit all the villages in their circles at least once in a year.

Duties of Circle Inspectors in regard to crime.

181. (1) (*a*) On the occurrence of crime of any importance, the Circle Inspector should proceed to the spot without delay to supervise and guide the investigation and, if and when necessary, should take steps to secure the co-operation of the Police of the neighbouring stations. If circumstances require it or when the Superintendent or the Subdivisional Officer so orders, he should himself assume charge of the investigation. G.O. 150, Home (Judl.), 22 Jan. 1919.

(*b*) In regard to outbreaks of a particular type of crime within his circle he should personally and as early as possible take charge of the direction and co-ordination of investigation. He will be held responsible for seeing that all information is examined, compared and collated, that every clue is followed up to its end and that redundant work is not done by different stations.

(*c*) When an Inspector has to leave a case he has been personally investigating, he should record, in his case diary, the opinion he has formed of the case so far and the details of instructions regarding the line of further enquiry and further action to be taken in the case.

(2) In a purely town circle the Inspector should take an active part in the investigation of all important cases.

To countersign subordinate's case diary.

182. Whenever a Circle Inspector is present at an investigation conducted by one of his subordinates, he shall countersign the case diary, and certify that it contains a correct record of the investigation.

Breach of the peace.

183. If a serious breach of the peace is anticipated, the Circle Inspector shall promptly proceed to the locality and take measures to prevent it. Should he be present at the time of any rioting, he will, in the absence of any senior officer, take command of the Police engaged in suppressing it.

Festivals and public assemblies.

184. The Circle Inspector should be present on the occasion of large festivals and public assemblies and supervise the Police arrangements.

Diary.

185. The Circle Inspector shall send in a daily diary in Form No. 19. Inspector's diaries will cover the twenty-four hours from 6 a.m. to 6 a.m.

186. It is part of the Circle Inspector's duty to prosecute cases of comparatively minor importance and the Superintendents should see that this duty is not neglected by their Circle Inspectors.

Prosecution of cases by head constables.

187. In cases of a simple character when the services of the regular prosecuting staff or of other officers of rank senior to head constables are not available, a head constable may, with the permission of the court, conduct the prosecution.

Reserve Inspector.

* **188.** The Reserve Inspector is in immediate charge of the Reserve. He shall submit a daily report in Form No. 20.

G.O. 2847, Dev., 1 Nov. 1943. **189.** Sergeants in charge of platoons of the Reserve shall submit a daily report in Form No. 21.

* **190.** *Status of Reserve Inspector and Subadars.*—The departmental status of the Reserve Inspectors and Subadars (including Subadar-Major) is equal to that of Inspectors.

G.O. Ms. 3017 Home, 3 Sep. 1945. * **191.** *Status of Sergeants and Jamadars.*—The departmental status of the Sergeants and Jamadars is equal to that of Sub-Inspectors.

Motor Vehicles Personnel and duties.

RESERVE INSPECTOR AND HEADQUARTER SERGEANT.

192. (1) All motor transport of the Armed Reserve shall be under the particular charge of the Reserve Inspector. He will be assisted by the Headquarter Sergeant. The Reserve Inspector and Headquarter Sergeant will be responsible for seeing that the vehicles are kept in readiness at all times either for the transport of prisoners or a section of the emergency strength. The Headquarter Sergeant will be assisted by the head constable mechanic.

(2) The Headquarter Sergeant will see that the vehicles are kept greased, oiled, cleaned and in perfect order, and will bring any defects promptly to the notice of the District Superintendent.

(3) The Reserve Inspector is directly responsible for all trips, but in his absence the responsibility will be on the Headquarter Sergeant.

(4) All requisitions for the use of the vehicles are made to the Reserve Inspector or in his absence to the Headquarter Sergeant who will comply with them if the vehicles are not otherwise engaged at the time.

(5) The Headquarter Sergeant will exercise supervision over the daily diary maintained by the drivers and scrutinize all expenditure on account of the vehicles.

(6) In case of any breakdown or damage or any incident affecting the running of the vehicle reported by the driver, the Headquarter Sergeant will take such steps as are necessary for the repair of the vehicles with the help of the head constable mechanic and submit a report to the Superintendent through the Reserve Inspector detailing the circumstances ofthe case, the cause of the damage or breakdown and the steps taken by him for the repair of the vehicle.

(7) Sanction of the Superintendent should be obtained prior to all purchases in connection with vehicles except oil and petrol and for repairs except those urgently necessary. The details of the repairs required should at once be reported to the Superintendent.

(8) The Headquarter Sergeant will issue petrol and oil as necessary, care being taken that requisitions are not in excess of probable requirements. Spare petrol may be carried in cans at the discretion of the Headquarter Sergeant. The driver will be supplied with a two-gallon tin for oil and will be responsible for seeing that he has sufficient oil for any journey. One two-gallon tin of petrol will always be carried in the vehicle as a spare in the holder provided for the purpose.

(9) A minimum stock of 12 gallons of petrol, two gallons of oil and one tin of grease will always be kept on hand with the Headquarter Sergeant for emergencies.

(10) The Headquarter Sergeant will inspect the vehicles every morning before they go out and check the petrol on hand and in the tank. Similar inspection should be made both before and after each trip. He will record having done so in the daily diary to be submitted by the driver.

(11) The Reserve Inspector will periodically inspect the vehicles and will see that the mechanic, driver and cleaner keep them in good and clean condition. He will report to the Superintendent any neglect on their part.

(12) The Headquarter Sergeant in consultation with the Motor Vehicles Inspector will submit a report through the Reserve Inspector or to the Superintendent regarding the major repairs required giving details.

Driver and cleaner.

(13) The motor vehicle will be in the immediate charge of a head-constable or Naik driver assisted by a constable-cleaner. The head constable will personally be responsible

for the thoroughly clean and efficient condition of the vehicle and for supervision of the cleaner. He should see that the cleaner does his work well and thoroughly understands his job and also bring to the notice of the Headquarter Sergeant any neglect or misdemeanour on the part of the cleaner. He will report to the Headquarter Sergeant any repairs and replacements that he considers necessary.

(14) The driver-head-constable and the cleaner-constable must be always available for duty. Ordinarily they should be at the lorry or van between 6-30 a.m. and 11 a.m. and again between 2 p.m. and 5 p.m. They shall not leave the lines without the special permission of the Reserve Inspector or the Headquarter Sergeant.

(15) They will leave word in case of absence from the lines where they are to be found if wanted.

(16) In no circumstances will the driver and the cleaner be absent at one and the same time.

(17) Permission given for any absence from the lines must be for a definite period.

(18) The driver and cleaner when present in headquarters will parade daily at 6-30 a.m. unless they have been out on duty later than 9 p.m. the previous day in which case they will turn out at 8 a.m. After attending roll call they will proceed to the garage for work.

(19) The driver-head constable will be held responsible for the consumption of oil, etc. Any waste or unusual consumption should be accounted for by him to the Headquarter Sergeant and also in his daily diary.

(20) The driver-head constable shall, before starting the vehicle carefully examine and see if it is in good running order and properly equipped. For starting the vehicles in the morning only the starting handle should be used.

(21) Immediately on return from a trip the vehicles should be properly cleaned by the driver and cleaner and left in the garage under lock and key.

(22) The driver will not make a journey alone. As a general rule the cleaner-constable will accompany him but the Headquarter Sergeant may dispense with the cleaner if he thinks fit if other Police officers are travelling in the vehicle on duty and will be with the vehicle all the time it is out.

(23) The driver and the cleaner will always be in uniform and will take rifles and the approved quantity of ammunition with them when out on duty with the vehicle for any purpose other than for the use of touring officers or for the conveyance of the reserve hockey team within the town.

No bayonets will be taken. In the case of trips made for touring officers, the driver and cleaner will be in uniform but without arms. In case of any doubt they will obtain orders from the Superintendent or Reserve Inspector .

(24) The rifles will be carried in clips provided for the purpose racked crosswise on the hood backing above driver's head. They will be secured by a chain and padlock, the key of which will be carried by the driver attached to his vehicle switch key. Ammunition will be carried in pouches on the belt in the usual way. At other times they will carry their weapons.

(25) The driver will note in the attendance register whether he is taking arms and ammunition with him or not.

(26) In the event of any accident or breakdown in the course of a journey the driver will immediately communicate information to the nearest Police station and will apply for any assistance required to get the vehicle back to headquarters.

(27) Any accident resulting in damage to any other vehicle or to any person or animal should be similarly reported to the station-house officer of the nearest station.

(28) The driver will also at once report the matter to the Reserve Inspector Headquarter Sergeant and the head constable Mechanic giving full particulars of the damage or defect and its cause. The Sergeant-Major will forward such reports to the Superintendent.

(29) Should there be any damage to the vehicle or loss of any component part, the driver will be held responsible for the loss and severe action will be taken against him and the cleaner, if enquiry shows that they are in any way at fault.

(30) The driver when proceeding out of headquarters on duty will sign the attendance register before departure stating where and on what duty he is proceeding; on return to headquarters he will again report his arrival.

(31) The attendance register will be kept in charge of the Headquarter Sergeant.

(32) It will be in the Station House General Diary Form and maintained in the same way, a copy being attached to the drivers' daily reports.

(33) The cleaner will be responsible under the driver for the maintenance of the vehicle in a clean condition and will assist the driver in carrying out repairs and adjustments. He will, unless he be on leave or detailed by the Headquarter Sergeant on other special duty, invariably accompany the driver whenever the vehicle is taken out. In such cases the Headquarter Sergeant will, if necessary, detail another constable to accompany the driver.

(34) During every ordinary run the cleaner should do some driving under the supervision of the driver, if he has a driving licence or learner's licence.

(35) No unauthorized person will at any time be carried in the vehicles and nobody other than the regular driver or cleaner will drive it except with the express permission of the Superintendent.

Periodical inspection of the vehicles by the Motor Vehicles Inspector.

(36) (i) In order to ensure that the police vehicles are structurally fit and safe to be used, every such vehicle should be examined at least once a quarter by the Motor Vehicles Inspector. The motor vehicles belonging to the Malabar Special Police should be inspected every quarter by the Motor Vehicles Inspector in whose jurisdiction the vehicles are stationed.

(ii) The mechanic-head constable will be the senior technician in charge of all Armed Reserve vehicles including jeeps, land rovers and motor cycles. He will be present each day for the daily check of the vehicles by the respective drivers. He will test check their reports and will attend to any defect that may be discovered on an inspection of the vehicle and on starting the engine. He will bring to notice immediately by report in writing to the Headquarter Sergeant existence of defects which require the issue of spares or other parts on stock in the Armed Reserve or which require attention in a workshop. He should acknowledge receipt of spares issued and see to their fittings up immediately. The roadworthiness of vehicles will to a great extent depend on the thoroughness and efficiency with which the mechanic-head constable attends to his duties. He will also be responsible for seeing the orders relating to the care of vehicles are meticulously followed.

(iii) Superintendents should make it a point to inspect all the vehicles at headquarters once a month, preferably first Monday of the month, and see that the vehicles are properly maintained. The Commandants, Malabar Special Police and Special Armed Police Units, should have weekly inspection of motor vehicles that are at Headquarters.

Maintenance—Care of the vehicles.

(37) When a vehicle is not out on duty or being cleaned it will be kept in the garage which will always be kept locked.

(38) One key of the garage will be kept by the Reserve Inspector or other officer in charge of the Reserve and the second key by the Headquarter Sergeant. The key will be issued to the driver under acknowledgment.

(39) No work will be done in the garage between sunset and sunrise unless under special orders of the Reserve Inspector.

(40) No naked lights will be allowed in the garage at any time and smoking when at work on the vehicles or in the garage is strictly forbidden.

(41) Before a vehicle is taken out in the morning, the milometer reading will be noted and the petrol in the tank measured. The tank should be refilled whenever the contents fall to less than 4 gallons. The oil level will be checked and necessary oil added to keep the engine set up at full level. The milometer trip records should be set at zero.

(42) Should any vehicle be taken out for private use under the orders of the District Superintendent, a special and additional reading of the milometer shall be taken at the beginning and end of the special trip.

(43) The milometer reading will again be taken when the vehicle is locked up for the night.

(44) The daily readings of the milometer shall be checked by the Headquarter Sergeant.

(45) The vehicles should be cleaned daily.

(46) All washing down of the vehicle will be done on the platform in front of the garage and not inside it.

(47) The undersides of all mudguards and of the engine tray will be cleaned regularly and will be painted every six months with a paint to be approved by the Superintendent. The underbody and chassis shall also be cleaned regularly, the tie rods, brake rods and all exposed moving joints being touched up once a week with a mixture of kerosene and engine oil.

(48) The issue of paint will be entered in the register of accessories and spare parts.

(49) Lubricating and greasing must be done according to the charts supplied and hung up in the garage and the fact entered in the Maintenance Register.

(50) Lubrication will be carried out once a week and as soon as the vehicle has completed the minimum number of miles after which lubrication as recommended by the makers and oil changed as laid down in Instruction Book.

(51) The petrol tap must be shut whenever the vehicle is locked in the garage.

(52) The engine should be periodically decarbonized.

(53) The radiator must be drained at least once a fortnight, cleaned and filled with clean pipe water.

(54) The vehicle must never be driven more than 25 miles per hour except in the gravest emergency, and then only under special orders from the senior officer on the lorry.

(55) The battery must be examined weekly and distilled water added when necessary ; the electrolite must never be allowed to fall below the level of the top of the plates. The battery terminals should be greased.

(56) The tyres must be maintained at the correct pressure recommended by the makers. Over bad roads a 20 per cent reduction in the tyre pressure recommended by the makers may be allowed for front wheels.

(57) The driver will see that he has a serviceable spare cover and tube ready for substitution as well as a complete repair outfit whenever the vehicles are taken out on duty.

(58) Should a tyre be punctured or changed with the spare, a note ofthe fact with the milometer reading will be made at once in the tyre maintenance register. Tyres should be examined daily for cuts and for foreign bodies (nails, etc.), which may be embedded in the outer cover and likely to work through and in time to cause punctures. When vulcanization is necessary a report must be made at once to the Headquarter Sergeant who will immediately attend to the matter.

(59) *Rest and relief of drivers.*—Whenever special raids have to be effected at nights or men to be carried over long distances to be ready for work early morning night journeys are made. It is necessary that motor drivers who are overworked at night and consequently sleepless should be given relief if the party has to return early. In such cases arrangements should be made to give relief to the motor drivers by deputing suitable additional drivers.

Maintenance of records.

(60) The Headquarter Sergeant will maintain the following registers :—

(*a*) *Register of accessories and spare parts in C.F. No.* 268 (*a*) *with appropriate headings.*—This will show receipt from and return to stores of all equipment, tyres, accessories, spare parts, etc. The balance should at any time correspond with a list maintained by the driver. This will be balanced quarterly and a return submitted to stores for check.

(*b*) *A monthly motor transport return in Form I.*—This return should be maintained by the month and should show all items of expenditure on the vehicle including petrol, oil and grease. All articles should be acknowledged by the driver. The return should be totalled each month. It should be checked by the District Superintendent monthly. A separate return should be kept for each lorry. When a journey is

performed for which hire is charged a reference should be made to the Daily Diary in the registers of petrol, oil and grease in the return. The Headquarter Sergeant at the end of the year will work out the all-in-cost of running per mile with reference to the following particulars :—

(i) Capital cost, Rs.

(ii) Renewals and repairs,

(iii) Maintenance charges, petrol, oil, etc., including driver's and cleaner's pay,

(iv) Depreciation at 20 per cent of original cost should be written off each year,

(v) Amount of tax under the Motor Vehicles Taxation Act,

(vi) Cost of registration fees, and

(vii) Cost of driving licence fees.

The result should be reported to the District Police Office as the vehicle completes each year.

(*c*) A register of receipt and issues of petrol, oil and grease in C.F. No. 268-A.

(*d*) Hire Account Register in Form III. This will show the name of the officer who hired the lorry, van, or any other vehicle the journeys made for which the hire is charged, the amount of the hire and the dates of its receipt and credit into the treasury.

(61) The Headquarter Sergeant will also maintain a rough register showing all purchases (petrol, oil, tyre, grease, cotton waste, etc.), for the upkeep of the vehicles and all issues as well and obtain the driver's signature for the latter.

(62) The Headquarter Sergeant will also maintain a list of tools and articles of outfit supplied to each vehicle.

(63) The driver will maintain a diary in the prescribed form (Driver's Diary, Form IV appended to this Order.) In this will be entered all supplies of petrol, oil, etc., and the mileage covered on all trips. This diary will be submitted daily by the head constable-driver to the Headquarter Sergeant who will forward it with his ordinary diary after entering the details in his records. When no journeys are performed a ' nil ' diary will be submitted in plain paper.

(64) The driver will maintain a list of accessories and equipment, tyres, spare parts, etc., supplied to him. This list will be hung up in the garage.

(65) The driver will maintain a note-book showing the work done by him with or to the vehicles and submit daily to the Reserve Inspector through the Headquarter Sergeant.

Miscellaneous.

(66) The lorry or van will be used—

(*a*) for the transport of parties of police called out on public duty ;

(*b*) for the conveyance of under trial and other prisoners at the district headquarters ;

(*c*) for the conveyance of reserve hockey team within the town ; and

(*d*) for taking down other local Policemen to the parade grounds for holding combined parade.

(67) (*a*) Cases of the use of Government motor vehicles by officers or by Government departments may be classified as follows :—

(i) Where the vehicle is used solely for the conveyance of Government servants and Government material, records, etc., and its detention is necesary in order that such Government servants and materials may be conveyed when necessity arises ;

(ii) where it is used solely for the conveyance of an officer's personal servants and effects and is detained in order that it may be available for the same purpose when necessity arises ; and

(iii) where it is used partly for Government purposes and partly for the conveyance of an officer's personal servants and effects.

(*b*) (i) When a vehicle is used solely for the carriage of Government servants and material of any non-commercial State department, no charge should be made either for mileage or for detention ; but when a vehicle is used for the carriage of material for a State commercial department or a Central Government department (e.g. carriage of treasure), a rate of 1 rupee per mile should be charged for the total mileage run by the vehicle and a detention fee of Rs. 2–8–0 per diem should be levied for its detention, provided that, while so detained, it is not used and no mileage is paid for its use.

(ii) A rate of 1 rupee per mile will be charged for the hire of a vehicle if it is used solely for the carriage of an officer's personal servants and effects. The same rate will

be charged for the return journey of the lorry ; in other words, an officer hiring a Government vehicle will be required to pay the full mileage rate for the total mileage run by the vehicle or in connexion with the officer's business. For example, if an officer hires a vehicle for the carriage of his personal servants and effects for a journey of 10 miles and returns it empty, he will pay the hire charges for 20 miles at 1 rupee a mile or Rs. 20 in all. If, however, another officer hires the vehicle for the return journey, the latter will pay for the vehicle at 1 rupee per mile for this journey, thereby relieving the former officer of the necessity of paying hire for the return journey of the vehicle.

A fee of Rs. 2–8–0 per diem will be levied for the detention of a vehicle by the officer, provided it is not used while so detained. This fee should be paid in full by the officer hiring the vehicle for the days during which the vehicle is detained and for which no mileage is paid for its use.

(iii) When a lorry is used partly for Government purposes such as the carriage of office furniture, records and peons, and partly for the carriage of the officer's personal servants and effects, the charge for mileage and for detention will be the same as in paragraph 66 (*b*) (ii) above, but a proportionate rebate not exceeding one-half of the full milage rate and of the detention charges leviable under the sub-paragraph above will be allowed. The claim for rebate should be supported in each case by a certificate from the officer stating the number of Government servants and the approximate amount of Government material carried on the trip.

(*c*) Payment for hiring the vehicle should be made ordinarily by deduction from travelling allowance bills. The recoveries effected from bills should be treated as the receipts of the department owning the vehicle, and the department which owns the vehicle will watch the realization of credit as in the case of other departmental revenue.

(*d*) The above rules will apply to all cases in which a Government vehicle is used by an officer on tour and no exception can be admitted on the ground that the purchase of a Government vehicle may have been or may be declared necessary "for the use of" a particular officer. When such an order is passed, its effect will merely be to give the officer referred to a first call on the vehicle in preference to others, and to vest in him the authority to allot the vehicle at his discretion to other officers who may require it for use on tours, when it is not required for his own touring, subject of course, to the payment of the prescribed hire and detention charges. G.O. 383 Finance, 9 July 1932.

G.O. Ms. 2929, Home, 24 July 1951.

(68) The rates of hire and detention charges for jeeps and land rovers, station wagons and ambulances are as shown below :—

		Hire charges.	Detention fee per diem.
		RS.	RS.
Jeeps and Land Rovers.	..	0 8 0 (Annas eight only).	2 0 0 (Rupees two only).
Station Wagons	..	0 10 0 (Annas ten only).	5 0 0 (Rupees five only).
Ambulances	..	0 10 0 (Annas ten only.)	2 8 0 (Rupees two and annas eight only).

All other conditions applicable to the hiring of lorries or vans by officers of Government or by Government Departments will also apply to the hiring of Jeeps and Land Rovers, Station wagons and ambulances.

(69) In order that the vehicles may be available when required it will ordinarily be necessary for it to return to headquarters at once after taking out an officer's kit. It must be clearly understood that the vehicles should be used for this purpose on suitable roads only.

(70) As soon as the journey for which hire is charged is finished the Headquarter Sergeant will submit a report to the office showing the distance run and the amount of hire charge due through the Reserve Inspector so that a bill may be sent to the party concerned.

(71) The office will then take steps to collect the amount from the party concerned, credit it into the treasury and intimate the fact to the Reserve Inspector for entry in the hire account register. If, however, hire charges are paid by a deduction in the Travelling Allowance bill of officer concerned as required by sub-paragraph (66) (*c*), the fact will be noted in the last column of Form II (Appended to this Order).

(72) All Sergeants and Armed Reserve men at a minimum number of three men per vehicle including motor cycles should be taught to drive and be passed by the Superintendent of Police. Two men of the Police Radio Office, Madras, will also be taught to drive and be passed by the Deputy Commissioner of Police, Traffic and Licensing, Madras City.

(73) The Orders in Order No. 192, Police Standing Order Book, Volume I, regarding Motor Vehicles, their maintenance, etc., shall apply in the case of jeeps, land rovers, station wagons and motor cycles also. The various registers now maintained for lorries should be maintained also in the case of jeeps, land rovers, station wagons and motor cycles.

FORM I.

General Expenditure Register.

Motor transport return for the month of 19 .

Vehicle No. Original cost of vehicle Mileage this year to the end of this month.

Register of petrol.

Date.	Voucher number.	Gallons.	Driver's initials.	Cost. RS. A. P.	Remarks.
Total Gallons.			Total Rs.		

Register of oil and grease.

Date.	Voucher number.	(a) Engine oil.	(b) Gear oil.	(c) Grease.	Driver's initials.	Amount. RS. A. P.	Remarks.
	Total issued ..				Total {(a) (b) (c)		

Register of local purchases and repairs.

Serial number.	Description.	No.	Supplier.	Estimated amount. RS. A. P.	Date of sanction and Sanctioning officer's initials.	Date of supply.	Supplier's bill number.	Date of bill.	Where fitted.	Driver's initials.	Passed amount. RS. A. P.	Date of payment.	D.P.O. Superintendent's initials and date.	Remarks.

General expenditure register.

Date.	Description of articles purchased and issued.	Driver's initials.	Cost. RS. A. P.	Remarks.
	Total Rs.			

Mileage. Petrol.	Opening. Quantity.	Closing. M.P.G.	Total for the month. Lubricating oil.	Government. Quantity.	Privvat. M.P.G.

Working cost.

Particulars.	Cost this month. RS. A. P.	Cost from 1st January to end of this month. RS. A. P.
Petrol		
Lubricating oil		
Gear oil		
Grease		
Tyres and tubes		
Spares		
Repairs		
General expenditure		
Total		
Running cost per mile		

Tyre register.

Type number.	Date of issue.	On date.	Speedometer reading.	Off date.	Speedometer reading.	Mileage for current month.	Front or rear.	Reason for removal.	Total mileage since date of commission.

Engine last decarbonized on at
Engine oil changed on at

Battery purchased on
Battery last charged on
Battery last tested on

Headquarter Sergeant,
Date 19 .

Sergeant-Major,
Date 19 .

District Superintendent of Police,
District.

(Instructions to be printed in the flyleaf.)

This register should be kept by the month and should show all items of expenditure on the lorry except petrol, on and grease. All articles should be acknowledged by the driver. The register should be totalled each month. It should be checked by the District Superintendent monthly. A separate register should be kept for each lorry.

FORM II.

Register of hire of $\frac{\textit{motor lorry}}{\textit{prison van.}}$

Name of officer hiring the lorry van.	Designation.	Purpose of journey.	Place. From	Place. To	Number of miles run.	Amount received with date.	Amount credited into the treasury with date.

FORM III.

Daily Diary.

For.

Lorry

Ambulance

Prison Van.

. . . . .

. . . . .

Mileage.	First milometer reading.	Second milometer reading.	Driver. Government.	Driver. Private.	Cleaner. Total for day.

Petrol.	Balance.	Receipts.	Total.	Consumed.	Balance.	Miles per gallon.

Work done.

(Instructions to be printed on the flyleaf.)

This form should be written up in the form of a General Diary and everything should be reported in it chronologically, i.e., all trips, time of start and finish, work done, tyres changed, etc. It should be put up to the District Superintendent daily. Two copies should be made, one for the District Superintendent and one office copy. The driver can write up the form from his note-book if the Daily Diary Book in the printed form be considered too bulky to take in the vehicle.

Enlistment Register.

193. The Sergeant-Major shall have charge of the Enlistment Register (Form No. 1).

Employment of Sergeants.

* **194.** (1) Sergeants are employed in Reserves, in certain towns and at important railway stations.

(2) A Sergeant will be attached to each platoon of the District Armed Reserve.

Duties of Sergeants.

Government of India Resolution on the Police Commission Report, No. 1903 and G.O. 1000, Judl., 13th Dec. 1921.

* **195.** (1) The duties of Sergeants employed in Armed Reserves are detailed in Chapter XXIV—Armed Reserves.

(2) The duties of Sergeants employed in towns are principally, to teach drill, to check beats, and to assist in keeping order and regulating traffic. Their help should be sought, when necessary, in arresting violent and rowdy characters. Sergeants so employed should receive their orders from the Inspector but are bound to assist the station-house officer, when he requests their aid. They shall send a daily report of duty done to the Inspector through the station-house officer, who will attach it to the ' General Diary.'

(3) (*a*) The duties of Sergeants at railway stations are to supervise the platform staff and assist in preserving order. Here also these Sergeants are under the direct orders of the Inspector, but are bound to assist the station-house officer or platform head constable when their help is required.

(*b*) They shall submit a daily report of duty done to the Inspector through the station-house officer, who will attach it to the ' General Diary '.

(4) For purposes of Chapter IX of the Criminal Procedure Code (Unlawful Assemblies) a Sergeant shall, in the absence of the officer in charge of the police station, exercise all the powers conferred on such an officer under the said chapter.

Sub-Inspector.

* **196.** Sub-Inspectors are employed as station-house officers.

Sub-Inspector—Station-house Officer.

* **197.** A Sub-Inspector in charge of a police station, conducts, and is fully responsible for the police administration of his charge. It is his duty to assign to his subordinates their duties and to see that they perform them correctly and to take measures for the preservation of the peace and the prevention and detection of crime within the limits of his station.

To acquire local knowledge.

198. He shall make it his business to acquire full local knowledge and to become acquainted with the people of his station limits—especially the village headmen, and enlist their co-operation. He shall visit all the villages in his jurisdiction once in a quarter.

Instruction of subordinates.

199. He shall see to the instruction and drill of his subordinates, hold inspection of their kits, catechise them upon the performance of their duty and examine their beat books and note-books.

Investigation.

***200.** As far as possible, all investigations shall be conducted by a Sub-Inspector.

Subordinate Sub-Inspectors.

201. When more than one Sub-Inspector is attached to or employed at a police station, the junior Sub-Inspectors shall work under the orders of the seniormost Sub-Inspector inquiring into crime and instructing and supervising the work of head constables and constables, etc.

Assistant Station-house Officers.

202. Sub-Inspectors in police stations which are not heavy enough for bifurcation, may be given relief by entrusting head constables with certain additional duties and responsibilities. Head constables considered suitable to take over such additional duties and responsibilities should be posted in the place of existing head constables, one in each station which is considered heavy. Such head constables will be designated as assistant station-house officers and are eligible for a special allowance of Rs. 10 each per mensem.

NOTE.—A list of police stations in each district which are considered heavy has been approved by the Government and any additions or alterations to the approved list will require prior sanction of the Government.

Head Constables.

***203.** Head constables are employed on general duty in police stations under the station-house officer, as station writers in important stations, and in charge of outposts and guards, and also in Reserves. They shall not be placed in station charge except under section 4 (*p*) of the Criminal Procedure Code in the absence of the Sub-Inspector nor shall they conduct independent investigation of cases unless deputed to investigate simple cases under section 157 of the Criminal Procedure Code, o in the absence of the Sub-Inspector.

General Duty Head Constable.

** 204.* The primary duty of a head constable on general duty in a police station is to supervise the work of the constables and see to their instruction. He shall perform any duties allotted to him by the station-house officer, whom he will accompany on investigation when required. He will also be available for employment in charge of a guard or escort. He should visit all the villages in the station jurisdiction at least once in a quarter.

Station-writer.

* **205.** The station-writer will perform the clerical work of the station under the direction of the station-house officer.

G.O. 1566 Jud., 6 October 1911.

Station charge.

* **206.** In the absence of a Sub-Inspector the senior officer present shall assume charge of the station.

Treasury and Sub-Jail Guard Charge.

* **207.** In stations where no head constable is allowed for the treasury or sub-jail guard, the charge of the guard will, under the direction of the station-house officer, be divided between the general duty and station-writer head constables.

Outpost Head Constables.

* **208.** The duty of the head constable in charge of an outpost is to supervise the work of his men, maintain the prescribed records and submit a daily report in Forms Nos. 84 and 85 to the police station.

Receipt of complaint at an Coutpost.

209. (1) The head constable in charge of an outpost is not an officer in charge of a police station and is not empowered to record a 'First Information' within the meaning of section 154, Criminal Procedure Code, of a cognizable offence or to enter its substance in the First Information Report form. If information of a cognizable offence, therefore, is lodged with the officer in charge of an outpost, he shall record the facts in his outpost 'General Diary' and report them, as expeditiously as the circumstances of the case may require, to the station-house officer. The information referred to in section 154, Criminal Procedure Code, the substance of which should be entered in the First Information Report form in such a case is the information first received by the station-house officer which in many cases may be the outpost head constable's report.

(2) A head constable in charge of an outpost may, without the intervention of the officer in charge of a police station, take action in such of the offences falling under the various enactments contained in the Madras Road Traffic Code, 1940, as can be legally taken cognizance of by a head constable.

Action in urgent cases.

210. (1) The police officer in charge of an outpost shall, on receipt of a direct complaint or information of a crime or serious occurrence, take such immediate action as may appear necessary, such as proceeding to the scene of the occurrence to render assistance or arrest an accused person.

Relief of men in outposts.

(2) Men (Head Constables and Police Constables) on duty in outposts should be relieved periodically, preferably once a year during April. They are not to be kept on this duty for any length of time.

Police to carry out sentences of whipping.

211. Sentences of whipping awarded by competent Courts will be carried out by policemen, if they are required to do so by such Courts, subject to the conditions prescribed for whipping being duly observed.

Officers responsible for kit.

* **212.** Every officer who is supplied with kit at Government cost is responsible for keeping it in good condition and shall be required to replace at his own cost any article carelessly lost or damaged.

Non-appearance of pensioners to draw pension—Police enquiry.

* **213.** On receipt of information that a pensioner of any department of Government has failed to appear to receive his pension for over three months, enquiries should be made by the Police as to the cause of his non-appearance and the result intimated to the officer concerned with the payment of the pension.

Inspector's Case Diaries.

214. Circle Inspectors shall forward to their immediate superior, with the diary of the day, case diaries in cases investigated by themselves. They shall send another copy of the case diary for file in the station in which the case is registered, and retain a copy themselves.

Station-house Officers to send station-house report.

215. Station-house officers shall forward daily to the Circle Inspector a carbon copy of the entries in the Station General Diary (Form No. 84) with a covering sheet in Form No. 85, a copy of all First Information Reports in cases registered and case diary sheets recording any investigation made.

Check Register of Case Diaries in purely town circles.

216. In purely town circles, the Circle Inspector shall maintain a register in Form No. 127 in place of the Circle Inspector's Crime Register (Form No. 22).

Crime Register of Circle Inspectors.

217. All cognizable cases under the Indian Penal Code and also cases under special and local laws, which need investigation, shall be entered in the Circle Inspector's Crime Register (Form No. 22) as a means of enabling him to maintain a check over the course of their disposal by the station-house officer. Ordinarily no entry shall be made in column (6) but the Inspector may enter therein any point which he wishes to keep in mind concerning the case. Columns (1) to (5) may be entered up by the Inspector's writer.

To forward Case Diaries.

218. The Circle Inspector shall transmit to his immediate superior with his diary for the day all case diaries received from his subordinates.

Inspector's Records.

219. The records to be maintained by an Inspector are shown at the end of this volume. Instructions are given below upon those which require them.

Custody of Inspector's note-books.

220. When a Circle Inspector's note-book is finished, he shall file it with his records. He shall leave his current note-books behind on transfer. The book will be retained for three years.

History of the circle.

221. Inspectors shall take care that the Circle Information Book (in Form No. 23) is properly compiled and kept up to date, obsolete entries being scored out. The object of this book is to prevent knowledge gained by an officer being lost to his successor.

Notes on Crime in the Station Crime History—Inspectors responsible for correct maintenance.

222. Inspectors are responsible for the correct maintenance of the notes on crime in Part I and Part IV of the Station Crime History. They should retain in the Circle office, copies of the entries they make in these records for their information.

Travelling Diary.

223. The Inspector will enter in the Travelling Diary (Form No. 24) the places visited by him, the date and hour of arrival and departure, the distance and means of travel and the purpose of the journey or visit. The name of the place at which the night halt is made shall be underlined.

Circle Remarks Book.

224. Inspectors shall record in the Circle Remarks Book the dates of changes of transfer of circle charge.

Station Inspection Report.

225. Circle Inspectors should record their remarks on the inspection of a station in the Inspector's visiting book (Form No. 25) and shall forward a carbon copy of the same with their diary.

Inspectors to visit the Collectors and Revenue Divisional Officers.

226. Circle Inspectors shall report themselves to the Collectors and Revenue Divisional Officers whenever they visit the headquarters or halting place on tour of those officers.

Records from Circles and Stations.

227. (1) Station and Circle records which have to be retained in the District Office will be sent in to headquarters by Circle Inspectors at the beginning of the year.

(2) At the close of each year, Inspectors will prepare. and forward to the District Police Office for the Superintendent's sanction a list for each station of time-expired records which need not be retained as per the list at the end of this volume and other useless papers for destruction. They will be destroyed by the Inspectors themselves on receipt of the Superintendent's order.

(3) Inspectors are responsible for the destruction in the circle of the copies of Case Diary files and First Information Reports retained in their offices and in stations. These files will be retained for three calendar years after the year in

which the case is disposed of. Attention is drawn to the fact that in undisposed or not fully disposed of cases (e.g.), in which an accused person remains to be arrested, case diary files should be retained for a period of thirty years. Circle and station records will be included in the annual list of records for destruction to be put up by the District Police Office.

Report of arrival and departures.

228. Every Inspector, Reserve Inspector Sergeant, Sub-Inspector, head constable and constable (not belonging to the headquarters circle) should report his arrival and departure at the District Office.

Attendance at Sessions.

229. The investigating officer should, as a rule, attend Sessions during the trial of a case. Circle Inspectors however may attend the sessions whenever they find time to do so.

Head constable to maintain order in Sessions.

G.O. 46, Judl. 12, Jan. 1900. **230.** A head constable (from the Reserve unless the Sessions Court is not at the district headquarters) will be deputed to be at the disposal of the Judge to maintain order in Court. The same head constable should usually be detailed every month.

Conveyance.

* **231.** (1) A subordinate Police officer who is required to maintain a conveyance should provide himself with one within three months from the date of joining a post and within one month from the date of his return to duty from leave to such a post.

(2) Subordinate Police officers who are required to maintain a conveyance will be allowed three months in which to replace a conveyance that has become unserviceable and one month to replace a conveyance sold, provided that the previous sanction of the Superintendent had been obtained to sell the conveyance.

(3) The loss or sale of a conveyance should be reported as soon as it occurs.

(4) A subordinate Police officer required to maintain a conveyance and who does not provide himself with one within the prescribed period and is not temporarily exempted under Order No. 232 from the obligation to provide himself with one beyond this period is liable to be punished. The

conveyance allowance of subordinate Police officers temporarily exempted from the obligation to maintain a conveyance will cease during the period of temporary exemption.

Conveyance Allowance.

232. (1) For scales of conveyance allowance sanctioned to Inspectors and Sub-Inspectors see rules in Part I of the Madras Manual of Special Pay and Allowances and the Appendix thereto.

(2) Temporary exemption from the obligation to maintain a conveyance will be granted by Deputy Inspectors-General of Police to Inspectors and Sub-Inspectors. G.O. 430, Pub. (Political), 4 Sep. 1934.

(3) Claims to conveyance allowance should be supported by a certificate in Form No. 26 in the pay bill. A certificate may not be given in respect of a hired conveyance without the special sanction of the Deputy Inspector-General. G.O. 953, Judl., 6 Dec. 1921.

(4) The maximum period for which the conveyance allowance of Rs. 25 per mensem granted to an Inspector or Sub-Inspector for the maintenance of a motor cycle may be drawn by him when the conveyance in respect of which he draws the allowance is temporarily out of use is limited to ten days.

Salutes.

233. (i) Police officers will salute when passing, addressing or being spoken to by Police officers senior to them in rank, except that constables other than those under training as recruits will not salute head constables.

(ii) Subordinate Police officers in uniform will salute all civil gazetted officers of Government and commissioned officers in uniform of the Navy, Army, Air and Auxiliary Forces when addressing them or being spoken to by them.

(iii) Subordinate Police officers in uniform will salute all Magistrates when the latter are on magisterial duty.

(iv) When a Police officer passes another officer entitled to a salute he will salute *three paces* before reaching him, without halting, turning his head and eyes towards the officer he is saluting, and will lower the hand on the *third pace* after passing him.

(v) A Police officer, if standing still when an officer entitled to a salute passes, will turn towards him, come to attention, and then salute when the officer is two paces from him; he will lower the hand after a pause; if sitting he will rise, stand to attention, and salute. When a subordinate addresses or is addressed by a superior officer he will halt two

paces from him and then salute, making a pause between the first and second motions. He will also salute before withdrawing.

(vi) If the nature of the duty, such as regulating traffic, etc., or other special circumstances make it undesirable a Police officer will not be required to salute unless spoken to by a person entitled to be saluted.

(vii) Subordinate Police officers when bicycling (pedal or motor) will not salute. They will keep both hands on the handlebars and look straight to the front. The same procedure will be adopted when driving a motor vehicle. When the vehicle, however, is stationary the officer will salute by turning the head towards the officer passing him, but will not remove his hands from the handlebar or steering wheel.

(viii) Men without head-dress should salute with their right hand in the same way as they do when they have head-dress.

(ix) When a senior officer enters a room at a Police station or class-room the men in the room will stand to attention until they are told to resume their seats or occupation. If the senior officer is accompanied by a local junior officer, the latter will call the men to attention; otherwise the first man who observes any senior officer entering a room should give notice to the others by calling "Attention".

(x) Any Police officer who is saluted will smartly acknowledge the salute.

(xi) *Ceremonial parades.*—When the command "National Salute—Present arms" at a ceremonial parade is given, and the National Anthem is not played, all Police Officers present but not on parade will stand at attention until the order "Slope arms" is given. When, however, the National Anthem is played, all officers of and above the rank of Sub-Inspector not on the parade, except those officers attending or accompanying the personage taking the salute, will salute. Officers attending or accompanying the personage will stand at attention, but will not salute. Other non-gazetted officers will stand at attention without saluting.

All who are not wearing uniform and are wearing hats, will doff the latter when the National Anthem is played.

(xii) *Public occasions.*—When Police are posted for street lining on public occasions such as Presidential and Gubernational visits, etc., mounted and dismounted officers of and above the rank of Inspector will salute the President, Prime Minister, the Governor or other distinguished personage for whom the occasion is held, the colours of the Navy, standards

and colours (uncased) of the Army and Air Force, and senior Police officers. Police officers below the rank of Inspector will not salute, but stand to attention only.

Police and Fire Service Officers salutation.

234. All officers of the Madras Fire Service including District Fire Officers will salute, when passing, addressing or being spoken to by police officers superior to them in rank and all Police officers will likewise salute all Madras Fire Service officers senior to them in rank. For the purpose of this order, Firemen and equal ranks will be deemed equivalent to Police constables, Leading firemen to head constables, sub-officers and Station officers to Sub-Inspectors of Police, and District Fire Officers to Deputy Superintendents of Police.

Recommendation for punishment.

235. (1) Station-house officers will be supplied with punishment roll forms (Form No. 27) and when a station-house officer hands up a man for punishment, he will attach a punishment roll, filling up the column for the number of defaulters and three last entries and leaving the rest blank and forward it to the Inspector, who will fill up the first column and write a minute, when he recommends punishment, and transmit the roll to the Superintendent or Sub-divisional Officer, as the case may be.

(2) When an Inspector or station-house officer calls on any subordinate Police officer for an explanation it should be obtained with the least possible delay and shall in every case be submitted at once to the Superintendent or Sub-divisional officer. It should either be accompanied by a punishment roll or reasons should be given for not submitting one. Any delay will be noticed by the Superintendent or Subdivisional Officer.

Entries in small service books.

236. Inspectors and Sub-Inspectors will make authorized entries in the Small Service Books of their subordinates.

Address of officer under suspension to be communicated.

***237.** (1) A subordinate Police officer placed under suspension is free to go where he likes, but he must leave his address with the head of his office. He must also leave his address with the officer, if any, holding an inquiry into his conduct. G.O. 792, Public, 21 July 1911.

(2) He must obey all orders to attend any inquiry into his conduct, and if he fails to do so, the inquiry may be held in his absence.

Statistics not a criterion of merit.

G.O. 1721, Judicial, 9 Nov. 1911.

238. The merits of an investigating officer will not be judged by the number of cases sent up for trial or by the low ratio of crime within his jurisdiction but by the quality and nature of his work and the detective ability displayed in each individual case.

CHAPTER XV.

INSTRUCTIONS REGARDING TRANSFER AND RELIEF OF OFFICERS.

Postings and transfers of the officers of the Madras Police Service.

239. Postings and transfers of members of the Madras Police Service, probationers and officers officiating in the service, are regulated by rule 10 of the statutory rules governing the Service. Copies of every such order issued by the Inspector-General and the Commissioner of Police, Madras, are to be forwarded to the Government.

Reports of Relief of Gazetted Officers.

Article 78 of Madras Financial Code, Volume I.

240. (1) (*a*) A report of transfer of charge shall be submitted to the Accountant-General direct by gazetted officers in T. & A. Form No. 7 accompanied by the acknowledgment of the permanent advance.

(*b*) Every transfer of charge of a gazetted officer should be reported by post on the same day to the Chief Secretary to Government, the Accountant-General and the Secretary to the Government, Home Department.

(2) Assumption of charge of office by Deputy Inspectors-General and Superintendents will be communicated to the Assistant Inspector-General by wire. Other gazetted officers will send a report immediately by post in T. & A. Form No. 7.

(3) A report of transfer of charge shall be made to the Deputy Inspector-General.

(4) Whenever a Superintendent of Police leaves a district on transfer or long leave, he should send to the Inspector-General of Police a copy of the handing over notes.

Postings and transfers of non-Gazetted Police Officers.

241. Postings and transfers of members of the Madras Police Subordinate Service are regulated by rule 32 of the rules regulating the method of recruitment, conditions of service, and pay and allowances of that service. Transfers of Inspectors, Reserve Inspectors and Sergeants should be communicated to the Inspector-General for publication in the Police Gazette. Subdivisional Officers transferring head constables and constables in their subdivisions should send the original orders to the Superintendent for the issue of the necessary district orders.

Transfers not to be frequent.

242. (1) The frequent transfer of constables is forbidden and they should be kept at the same station for a period of years whenever possible. Nothing tends more to make the service unpopular than want of consideration in this respect and Deputy Inspectors-General will see that needless changes are not made.

(2) For facility of check, district orders relating to transfers of head constables and constables will be entered in red ink in the District Order Book, Form No. 28.

Joining time.

* **243.** Joining time may be granted in accordance with the provisions of the Fundamental Rules. It must be understood that joining time cannot be claimed as matter of right and that any officer may be requested to join forthwith.

Transfer of charge by non-Gazetted officers.

244. When a transfer of charge of the appointment of Inspector, Reserve Inspector or Sergeant takes place, a certificate in Form No. 29 shall be sent by Superintendents to the Inspector-General through the Deputy Inspector-General.

Relief of Inspectors and Sub-Inspectors.

245. (1) When an Inspector hands over charge of a circle, he shall give the relieving officer all the records to be kept by an Inspector. He shall also furnish him with (i) a memorandum of all moneys handed over, and (ii) a list of undisposed papers. The relieving officer shall grant a receipt for these articles.

(2) (*a*) The Distribution List of Arms, etc. (Office Manual of the Madras Police Form No. 34) kept in stations shall constitute the record of property in the circle, and the

relieving officer shall, within thirty days, visit each station in the circle, check the property and bring to notice any deficiencies.

(b) The station charge list (Form No. Pol. B. 269) shall comprise a record of property, registers, etc., in charge of, or to be maintained by a station-house officer. When a Sub-Inspector hands over charge of a station, he shall hand over the station charge list to the relieving officer who before taking charge of the list, shall check all items of property, registers, etc., mentioned in the list and record in the General Diary the fact whether all the items have been correctly handed over.

(3) The pay of an officer leaving the Force shall not be finally settled up and paid to him, until the above checking has been carried out, or the thirty days allowed for it have expired.

(4) (a) In the case of a Reserve Inspector all property for which he is responsible shall be checked by the relieving officer before taking charge and any deficiencies brought to notice.

G.O. 2328, Home, 7 August 1946

(b) In cases where the transfer of charge by a Reserve Inspector is prolonged and both the relieved and relieving officers become entitled to draw pay and allowance simultaneously for the same appointment, the Superintendent of Police can allow a maximum of three working days for the transfer of the charge. In such cases the Superintendent of Police should certify in the last-pay certificate of the relieving officer that the time taken by him to check and take charge of the Government property is reasonable and that he should be treated as on duty for the full period.

CHAPTER XVI.

INSTRUCTIONS REGARDING DRILL AND MUSKETRY.

Drill and instruction for Taluk Police.

G.O.Ms. 455, Home (Confdl.), 9 Feb. 1953.

246. The following is the routine for drill and instructional classes in all Police stations to be held from 6–30 to 7–30 a.m:—

Monday, Tuesday and Friday—Catechism and local information.

Wednesday—Drill.

Thursday—Cleaning of arms.

Saturday—Fatigue duty.

NOTE.—Every member of the subordinate rank should attend at least one parade in a month.

Off duty for Taluk Police.

247. (i) Taluk men should have a clear day off at regular intervals of not less than six days. The station-house officer of each station will draw up in advance a list of head constables and police constables entitled to a day off-duty in the ensuing week and post it on the notice board. G.O.Ms. 85 Home, 30 March 1954.

(ii) No one on his off-duty may leave his headquarters without permission.

(iii) If, in the public interest, any head constable or police constable is not given a day off-duty in any week he shall be granted remuneration for the extra time duty at Re. 1 per day. Each station-house officer will maintain a register showing the names of head constables and police constables, who are eligible to draw this extra-time remuneration, with full details as to the circumstances in which "off duty" days could not be allowed. A copy of these entries should be sent to the District Police Office once in a month, when such claims are preferred.

Town stations.

248. (1) In towns, all the men of the station, except those actually on duty, will be required to attend every Friday morning for drill and general instruction from 6-30 to 7-30 a.m.

(2) On other days, the men of No. 5 relief alone need attend at 6–30 a.m. for cleaning arms and instructions..

NOTES—(1) Physical training, Platoon drill and company drill need not be practised by the men of town stations.

(2) Every member of the subordinate rank should attend at least one parade in a month.

Lathie.

249. Men who turn out for dealing with crowds, bandobast duty, patrols (when arms are not taken), beats in disturbed areas and on any occasion upon which a lathie is required for self-defence should always be armed with lathies.

Fire engines.

250. In towns, where hand fire engines are provided, the Police should be instructed in their use. G.O. No. 3163 W. 9th December 1898.

Fatigue duty.

251. Fatigue duty consists of cleaning and keeping in order the ground round the station and lines, Government buildings occupied by Police officers and gardening other than vegetable gardens, keeping the range in order, and generally maintaining the orderliness of the premises.

Kit—Inspection.

252. (1) Kit inspection should be held by the station-house officer. The station-house officer shall inspect the kit of all constables and head constables once a quarter in the first week of the first month of the quarter. Any man not present on the day fixed shall produce his kit on a subsequent day.

(2) Inspectors and Gazetted officers should verify during their visit to Police stations whether the kit inspection has been held properly.

(3) A diagram showing the articles to be produced is given in the Police Head Constables' and Constables' Guide. Clothing must be of the latest issues.

Musketry.

G.O. 433, Jud., 27th Sept. 1927.

253. (1) Each man in a station has to fire 50 rounds of ball and 10 rounds of blank cartridges every year. The firing shall take place once in every six months. The Sub-Inspector also should fire an annual course of musketry similar to that fired by the men of his station.

(2) (*a*) The Circle Inspector shall have the custody of practice ammunition and shall hold musketry practice at his half-yearly inspection of stations. He shall keep a Target Practice Register in Form No. 32. At out-stations, if any men are absent at the time of his inspection, he shall leave ammunition for their practice, which will be held under the supervision of the Sub-Inspector, who shall forward the scores obtained to the Inspector for entry in the register.

(*b*) The Inspector should complete the practice at his headquarters himself.

(3) Ammunition Account Register [in C.F. No. 268 (*a*)] showing the receipts and issues should be closed every quarter.

Revolver practice.

G.O. 628, Pub. (Pol.) 13 Dec. 1934 and G.O. 144, Pub. (Pol.) 14th March 1935.

254. Every Inspector, Reserve Inspector, Sergeant, Sub-Inspector and Jamadar should fire 60 rounds of revolver ammunition every year. Inspectors, Sub-Inspectors and head constables employed on Special Branch and C.I.D. duties should also fire 60 rounds annually. The detailed courses of practice are given in sections 120 and 120-A of the Madras Police Drill and Training Manual.

Annual renewal of buckshot ammunition.

255. The ·410 buckshot ammunition supplied to Police stations shall be fired off at the stations and the stock replaced immediately by fresh rounds from the District Stores. Fifty per cent of the stock, i.e., at one round per musket shall be fired off at the half-yearly musketry practice.

Good Shooting Badge.

256. Badges for good shooting will be awarded to the men as follows, on the completion of the annual individual practice :— G.O. 703, Home, 23 May 1936.

(1) District Armed Reserves : Silver badges to "Marksmen," that is, those who obtain 35 points or more out of 50, and silk badges to "First-class shots," that is, those who obtain 31 to 34 points out of 50. A gold badge to the man obtaining the highest aggregate of marks provided that it does not fall below the minimum required for a silver badge.

(2) Taluk Police and City Armed Reserve—Silver badges to men who make 70 points and above and silk badges to those who make 55 to 69 points out of 100 points. A gold badge to the man obtaining the highest aggregate of marks in the City Armed Reserve provided that it does not fall below the minimum required for a silver badge.

(3) Badges should be worn for a year after they are awarded and should be withdrawn if in the following year the man's score does not entitle him to continue to wear the badge.

B. The pay system of non-gazetted officers, leave procedure, pension and travelling allowance concerning all ranks. miscellaneous order regarding buildings, tents and sports.

CHAPTER XVII.

(1) Instructions regarding Pay and Allowances, Contingencies, Maintenance of Cash Accounts, etc.

(i) *Pay and allowances.*

257. The general rules regarding the drawal of pay and allowances of non-gazetted officers are contained in the Madras Financial Code and the Madras Treasury Code. The following detailed instructions are issued.

Pay due to deceased officer.

258. (1) The last pay due to a deceased officer or an officer quitting the service should not be paid until it has been ascertained that no demands are outstanding against him, and until his full kit has been accounted for and deductions made for deficiencies.

(2) The pay due to a deceased officer will be paid to his registered legal heirs, after such inquiry into the right and title of the claimants as the officer responsible for the payment may deem sufficient. In the absence of such claimants, or if there is any reasonable doubt regarding the legality of the claims preferred, the sanction of the Inspector-General must be obtained before any disbursement is made; but all such claims should be reported for the orders of Government (through the Inspector-General), when the amount involved exceeds Rs. 500.

NOTE.—**The limit of Rs. 500 referred to is the net and not the gross amount.**

Recovery of overpayments.

259. When overpayments cannot be recovered from the payees, the officer responsible for the overpayment will be liable to refund the amount overpaid in the absence of a satisfactory explanation for the overpayment.

Preparation of pay bill.

260. Each station-house officer shall prepare a monthly pay bill in Form No. 33 for the staff of his station and forward it direct to the District Office by the 15th of the month for which pay is claimed. The abstract in Form No. 33 on the back of the bill will be filled up in the District Office. The Circle Inspector's claim should be included in the bill of his headquarters station.

Instructions for preparing pay bills.

261. (1) Names will be entered in pay bills, firstly according to rank, and secondly according to district numbers. Men employed as private guards must be shown separately.

(2) Alterations from the preceding month and casualties will be shown in red ink in the remarks column in the following manner :—

Enlisted Dismissed Promoted Transferred to Received from Suspended from Absent without leave On leave on ... ..pay from, etc.	} Date	P N.D. P.N.D,

NOTE.—In the case of Officers under temporary reduction, the remark "Reduced to for from " should be entered in the pay bills of each month against the names of the officers concerned *until* they are repromoted.

(3) For certificates of maintenance of conveyance to be attached to pay bills—*see* clause (3) of Order No 232.

(4) In the "Rate of Pay" column the pay of the appointment actually held, even officiating or provisionally permanent, and not of the substantive appointment, should be given.

(5) Each deduction will be shown separately, one below the other.

Pay bill of Reserve.

(6) The pay bill of the Reserve and men of the executive force attached to the headquarter establishment will be made out by the Reserve Inspector.

Disbursement.

262. (1) The District Treasury will issue cash orders on sub-treasuries in favour of Circle Inspectors, or the Reserve Inspector to whom the cash orders and pay bills will be forwarded by the District Office. The officers receiving the cash order will cash it and send the sheets of the pay bill relating to a station and the requisite sum of money to the station-house officer, who will pay the men of the station. In the case of the District Armed Reserve, pay will be disbursed by the Reserve Inspector.

(2) If there is a sub-treasury disbursing money on Government account at the headquarters of a Sub-Inspector cash orders should be drawn on the Sub-Inspector concerned instead of on the Circle Inspector. In this case, the pay bill of the station and the cash order will be sent direct to the station concerned.

Return of pay bills.

263. The Station-house officer will return the pay bills; signed by the recipients, to the District Office by the 15th of the month with a memorandum in Form No. 34 of undisbursed pay which will be retained by him. The District Office will deduct the amounts of undisbursed pay retained by station-house officers from the remittance to be forwarded to the Inspector on account of the next pay bill and advise the Inspector of the amounts so deducted and the amount to be sent by him to each station-house officer. Entries in Form No. 34 should be made chronologically by months and under each month, according to classes of officers.

Re-endorsement on bills—Prohibition.

264. (1) Pay and travelling allowance bills and bills for office contingencies are not negotiable instruments and re-endorsements on them are prohibited—vide Subsidiary Rule 2 (*q*) under Treasury Rule 16. Subsidiary Rule 36 (*b*) and (*c*) and Subsidiary Rule 37 under Treasury Rule 16 prohibit the issue of cash orders in cases where bills are endorsed for payment in full at a single sub-treasury. In such cases the following procedure should be adopted.

(2) Bills payable at the bank or treasury at the head-quarters will be endorsed by the Superintendent ordinarily to the Office Superintendent of the office and in special cases when it is not possible for him to go to the bank or treasury in person, to a subordinate selected by him. Those payable at out-stations will be endorsed to a subordinate specially selected by the Circle Inspector. All bills to whomsoever endorsed will be sent only to the Office Superintendent or Circle Inspector concerned wherever he may be who should send it to the subordinate in whose name the bill is endorsed and should watch the actual encashment and subsequent disbursement as if he had himself endorsed the bill to the subordinate concerned.

Precaution in transmitting cash.

G.O. 334, Finance, 17 May 1935.

* **265.** (1) When cheques or bills have to be cashed or when public money has to be sent or brought from one place to another the following scale of escort is laid down for the general guidance of all officers for the safeguarding of Government money in its transmission in normal circumstances. These escorts are additional to any member of the clerical staff who may be employed to encash the bills or cheques concerned :—

Scale of Escort.

Amount to be transmitted.	Number of Escorts.
Below Rs. 250	One constable.
Rs. 250 to Rs. 499	Two constables.
Rs. 500 to Rs. 4,999	One head constable, and one constable.
Rs. 5,000 to Rs. 20,000.	One head constable and two constables.
Above Rs. 20,000	One Sub-Inspector or Sergeant, one head constable and two constables.

l. see correction slip

(2) If conditions are in any way abnormal as when the general tranquillity is disturbed or when public money has to be transported a long distance or when crimes against property have been unusually rife in any area, officers will be expected to use proper discretion as to any additional precautions necessary.

(3) The scale of escorts laid down above does not apply to treasure escorts which are governed by Order No. 349.

Note.—When a head constable or constable is detailed to cash any bill at a place outside his own station, and owing to the distance from his own station is forced to halt either at the place of encashment, before starting back or on the way, he shall make such halt at a police station and shall on reaching such station immediately deposit the cash in his charge with the station-house officer or the officer in charge of the station at the time. The latter shall record the fact in the general diary noting the amount deposited, and also acknowledge receipt of the amount on the passport of the head constable or the constable as the case may be. Before he starts from the station the head constable or the constable shall note in the general diary the fact of the cash having been returned to him and the station-house officer or the officer then in charge of the station shall note on his passport that the cash has been returned to him.

The station-house officer or the officer in charge of the station at the time shall keep the cash entrusted to him under lock and key and will be held responsible for its safe custody.

(ii) *Cash Account and Contingencies.*

Contingent expenditure.

266. The following instructions concern particular items of contingent expenditure

Cost of taking records and furniture on tour.

(1) The cost of conveyance on tour of such office records as are absolutely necessary, and of a chair and table for the camp clerk to the Superintendent or Subdivisional Officer may be met from the contingent appropriation, but the cost of a conveyance of the camp clerk may not be so charged.

(2) (*a*) Inspectors will be allowed to take at the cost of Government such of their records and furniture belonging to Government as are absolutely necessary for the efficient discharge of their duties when on tour. The charges thus incurred will be debited to " Tour charges," and the bills can be passed by Superintendents on their own responsibility without the specific sanction of any superior authority in each individual case.

(*b*) Superintendents will be careful to see that the concession is not abused.

Service Postage Stamps.

(3) (i) (a) The instructions regarding the use of Service Postage stamps in official correspondence are contained in Article 119 of Madras Financial Code, Volume I and Appendix in Madras Financial Code, Volume II.

Appendix 7, item 52 clause (6) of Madras Financial, Code Vol II.

(b) *Telegram charges.*—(i) Only service postage stamps should be used in payment of telegrams despatched on public service, whether sent from Government or railway telegraph offices.

Note.—Telegraph officers are required to show in the receipt for State telegrams the amount paid for it in service stamps and also to write prominently in the receipt the word "STATE."

(ii) If any officer is compelled to send a telegram at a time when he is temporarily without service stamps he should pay for it in cash and the receipt granted to him will then state the value of the telegram, but will not bear on it the word, "State". The value of such telegrams as are paid for in cash may subsequently be recovered from Government, a certificate signed by the Head of the Office that the telegram was sent on State service and that cash payment was unavoidable, being attached to the voucher concerned.

(iii) State messages may be classed as "Express" or "Ordinary" at the discretion of the sender and the following general principles are prescribed for the guidance of officers, who should also bear in mind the necessity for keeping expenditure as low as possible :—

(1) A telegram should not be sent where a letter would serve the same purpose equally well.

(2) State telegrams should, as a rule, be sent in the "Ordinary Class".

(3) Messages should beclassed as "Express" only—

(i) in case of great emergency, and

(ii) in cases where the despatching officer knows that the line is blocked and considers his message sufficiently important to take precedence of ordinary traffic.

(c) State telegrams should, except, when extreme precision is important, be expressed in as few words as possible ; and mere auxiliary or connective words which can obviously be filled in by the receiver, should be omitted.

Notes (1).—When a telegraphic cypher code has been supplied the code should be used as far as possible.

(2) Books of telegram forms required for official use may be obtained on payment from any principal Government telegraph office.

(*d*) If a Government official asks for repetition of a telegram received by him in his official capacity, he shall not be required to pay any transmission charge in the first instance. If, however, the repetition reveals no error on the part of the telegraph service, the necessary charge will be recovered.

Priority in State telegrams and telephone trunk calls.

(4) (*a*) The Inspector-General of Police, Commissioner of Police, Madras, Deputy Inspector-General of Police, Railways and C.I.D. and the Superintendent, Special Branch, C.I.D., Madras, are authorized to use the priority indication 'Important' in State telegrams and telephone trunk calls.

(*b*) The power to use the above priority indication cannot be delegated and a priority telegram signed "By order" or a priority telephone trunk call booked "By order" will not be accepted except in cases specified below :—

(i) The indication authorized for use by any particular officer may be exercised by that officer's immediate Deputy (and no one else) when the authorized officer is away from headquarters ; and

(ii) In exceptional circumstances any officer may use the indication but he is to report his action to his superior stating the circumstances and will be held personally responsible that his action was justified.

"Special Police" telegrams.

(5) (*a*) With a view to facilitating the detection of crimes, the Central Government have authorized Police Officers of and above the rank of station-house officers to send "Special Police" telegrams which should take precedence over most other telegrams. This will however take precedence only below the indication '*important*' mentioned in the previous paragraph. To enable the telegraph authorities to distinguish the messages in question and deal with them properly the senders should mark them "Special Police". G.O. 2042, Judl., 9 Oct 1913.

(*b*) Telegram requisitions in Form No. 35 may be used in the Railway Police. G.O. 1489, Judl., 16 June 1884.

Payment of sundry expenses of investigation.

(6) (*a*) (i) Superintendents are permitted to sanction, on their own authority, expenditure from their allotment under special rewards, up to the limit fixed for their districts. G.O. 317, Finance, 6 May 1914.

Expenditure under special rewards.

(ii) Their camp clerks should keep a note-book in which the details of all expenditure under special rewards will be entered and which will be examined by the Deputy Inspector-General at his inspections. Whenever possible vouchers hould be obtained and filed.

(*b*) Orders sanctioning payment of special rewards should be in Form No. 36.

G.O. 602, Finance, 31 Aug. 1933.

(*c*) Government have laid down that the Deputy Inspector-General is responsible for a thorough audit of the expenditure under special rewards which should be conducted at least once in every financial year. He will furnish a certificate to the Accountant-General in the following form not later than the 31st December following the year to which it relates :—

I hereby certify that the amount actually expended by on secret service in the year ending the 31st March was Rs. and that the balance in hand on the said 31st March was Rs. and that this balance was surrendered by short drawing in the first bill presented during the year ; and I declare that the interests of the public service required that the above payments should be made out of secret service funds and that they were properly so made.

Permanent advances to and cash books maintained by Subdivisional Officers.

267. Superintendents give permanent advances from their own advances to subdivisional officers whose headquarters are different to that of the Superintendent. Such Subdivisional Officers will maintain a cash book for their cash transactions in the prescribed form and will make out at the end of every month a detailed balance sheet in Form No. 37. In this balance-sheet, on the debtor side, the permanent advance and all sums received and undisposed of will be entered, and, on the creditor side, all expenditure paid in advance and not recovered, and the cash balance in hand will be shown. Items of sums in hand in addition to the permanent advance, shall be given in detail. The totals, and not the details, of contingent bills submitted to the Superintendent and of items of contingent expenditure not yet billed for will be given. All other sums paid in advance shall, however, be shown in detail.

Subdivisional Officer's Contingent Account.

268. (1) The Subdivisional Officer shall send in an account of his contingent expenditure, supported by vouchers, to the Superintendent by the 5th of the month following that in which the expenditure was incurred.

(2) After the account has been audited in the Office and passed by the Superintendent, a remittance willbe maed to reimburse the permanent advance of the Sub-divisional Officer.

Cash book in Police Stations—Maintenance—Instructions.

269. (1) A cash book in C.F. No. 119 shall be maintained in the headquarter station of each circle and in stations to which permanent advances are given. It shall be a record of all cash transactions of the station and of the Circle Inspector also in the case of stations at circle headquarters. All moneys received on Government account, whether in cash, cheques, cash orders, remittance transfer receipts, bills, etc., which are convertible into cash, shall be brought to account in it. G.O. 4023, Home, 8 Oct. 1937.

NOTE.—For purposes of this order, bills other than pay bills signed by the Superintendent of the Railway Police District and passed on to the Railway Police Inspectors for presentation at the treasuries, with reference to instruction 3 (c) under Treasury Rule 19 in the Madras Financial Code, Volume I, shall be brought to account in the cash book immediately on receipt.

(2) (*a*) The book shall contain two sets of pages; the left hand pages are marked "Dr." and the right hand pages "Cr."

(*b*) The permanent advance and all other moneys received on Government account shall be entered on the "Dr." side and all disbursements or expenditure shall be entered on the "Cr." side.

(*c*) To facilitate the easy check of disbursements as against the corresponding receipts, the last column, viz., 'Head of Account, etc.' on each half shall be used for noting the dates of disbursement or dates of receipt of the different items.

(*d*) Sums paid to men of other districts from the permanent advance and their recoupment shall be entered in red ink so that the adjustments of such payments can be easily watched and delays brought to notice.

(3) (*a*) (i) The book shall be closed at the end of each day on which there is a transaction, the amount or cash on hand being shown as the last entry for the day on the "Cr." side and brought forward as the first entry of the next day on the "Dr." side.

(ii) The book shall be in the custody of and shall be maintained by the Sub-Inspector himself, but, when he is likely to be absent from the station for a day or more, the book may be handed over to the station-writer with clear and definite instructions as to its maintenance. During the absence of the Sub-Inspector from headquarters, the station writer should make entries in his own hand in the cash book

and this should not be postponed on any account till the Sub-Inspector's return. The station-writer will be held personally responsible for the correct maintenance of the cash book during the Sub-Inspector's absence. On the Sub-Inspector's return to the station, he shall check the entries in the book and the cash balance.

(iii) In stations where there are station-writer head constables, the duty of maintaining the cash book may be delegated by the Sub-Inspector to the station writer head constable without affecting the Sub-Inspector's personal responsibility for the correctness of the cash and of the accounts. He should check them every day when he is at headquarters. He should check every entry made in his absence on his return and verify the cash and note a certificate as to the correctness of the balance.

(*b*) The cash on hand in each station shall be kept in a locked drawer or other suitable receptacle; when the charge of the cash book is exchanged, the cash balance together with the key of its receptacle shall be handed over by record in the General Diary, the amount handed over being stated in words as well as in figures.

(*c*) The Circle Inspector shall, when he halts in his headquarters, check the entries in the book maintained in his headquarter station daily if possible and in any circumstances not less than once a week. On return after an absence from his headquarters, he shall examine the book and check and initial the transactions for each day of his absence. In respect of cash books maintained in other stations of his circle, the Inspector shall check the book of each such station as often as it is possible when he visits the station but not less than once a month, and certify in his diary that he has done so, that the books are in order and the cash balance correct, that all payments from the permanent advance up to the date the last recoupment bills were due have been claimed and that full cash recoveries have been made from all bills cashed up to date.

(4) At the end of every month a detailed balance sheet in Form No. 37 shall be made out in the cash book in the manner prescribed in Order No. 267.

Station-house officers to send contingent bills.

270. (1) Each station-house officer shall submit direct to the District office on the 20th of the month a bill, in Form No. 38, for the contingent charges of his station. The bill should include all fixed charges, such as rent of station, wages of station sweeper, etc., to be paid during the next succeeding

month, and also the expenditure actually incurred up to the date of submission of the bill under fluctuating items, such as service-bearing postage, for which vouchers should be attached. For any charges of an unusual nature the previous sanction of the Superintendent should be obtained through the regular channel before the amount is included in the bill. The Inspector shall make out a separate contingent bill for charges incurred by himself and forward it to the District office on the 20th of the month.

(2) These bills will be audited in the District office and passed by the Superintendent. The money will be remitted to Inspectors or, if the Superintendent considers it advantageous, to the station-house officers direct. The bills will be returned signed by the payees in the case of all non-fluctuating items with the returned pay bills of the month.

Supply of service stamps.

271. Inspectors shall submit a monthly statement of expenditure of service stamps with an indent for stamps, in Form No. 39, to the District office by the 5th of the month. They will distribute stamps to their station-house officers. At their inspections of stations, Inspectors shall very carefully check the expenditure of service stamps.

(2) Leave procedure and pension.

(i) *Leave.*

Grant of leave regulated by the Fundamental Rules.

272. The grant of leave is regulated by the Fundamental Rules and the Madras Leave Rules, 1933.

Casual and compensation leave.

273. The following orders govern the grant of casual and compensation leave :—

Executive Instructions issued by the Government of Madras regarding casual leave.

I. CASUAL LEAVE.

(1) Casual leave is not provided for in the Fundamental Rules and is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under the Fundamental Rules. **G.Os. 406, Fin., 7 May 1923, and 51, Fin., 19 Jan. 1926.**

(2) No Government servant may in any case be absent on casual leave for more than fifteen days in the course of one calendar year. Casual leave may be combined with Sundays **G.O. 502, Pub. (Political), 7 Mar. 1951.**

or other authorized holidays provided that the resulting period of absence from duty does not exceed ten days. The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year, does not mean that an officer is entitled to take the full amount of casual leave as a matter of course.

(3) Heads of departments should intimate their intention of taking casual leave to Government in the department concerned.

(4) A register of casual leave taken should be maintained in every office.

(5) Members of works establishment may be granted casual leave on full pay or on reduced wages.

(6) Menial servants paid from contingencies whose service is non-pensionable may be granted such casual leave as would be given to private servants, the ordinary limits of ten or fifteen days not being applicable.

G.O .1952, Home, 25 Aug. 1936.

(7) (i) Special casual leave not counting against ordinary casual leave may be granted to a Government servant in the following circumstances :—

(*a*) When he is detained in a plague camp on the way to rejoin duty for a period not exceeding twenty-one days.

(*b*) When he is directed by the head of his office to absent himself from duty in consequence of the presence of infectious disease in his house—ordinarily for a period up to twenty-one days but in exceptional circumstances up to thirty days ; provided that arrangement for conduct of his duties can be made without extra expense to Government or that the special sanction of the Government is obtained in cases in which a substitute is employed in the place of the absentee, without prejudice to his pay.

NOTE.—(i) When the Government servant himself catches the infection, regular leave under the Fundamental Rules or the Madras Leave Rules must be taken for the period of absence.

(ii) Sanction of Government for the grant of special casual leave, without prejudice to the pay of the absentee, will be accorded only in exceptional cases in which the absence is for less than thirty days and the subordinate concerned draws a pay of less than Rs. 100 per mensem and has no ordinary leave to his credit.

(iii) The following will be treated as infectious diseases for the purpose of the grant of special casual leave :—

(1) Smallpox.
(2) Chickenpox.
(3) Plague.
(4) Cholera.
(5) Typhus.
(6) Acute influenzal Pneumonia.
(7) Diptheria.
(8) Cerebro-spinal meningitis.

G.O. 292, Fin., 7 Aug. 1937.

(iv) In the case of chickenpox, special casual leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example smallpox, there is reason for the grant of such leave.

(c) When he is summoned to serve as a juror or assessor or to give evidence before a Court in India or foreign country as a witness in civil and criminal cases in which his private interests are not in issue; the leave to cover the total period of absence necessary.

(d) When he has to proceed for anti-rabic treatment at the Pasteur Institute at Coonoor or any other treatment centre provided by the Government; for a period up to fifteen days, if he is employed in a place which is a treatment centre, or up to fifteen days plus the time required to go to and return from the nearest treatment centre.

(ii) In the cases coming under clauses (a) and (b) above when the period of absence from duty exceeds the limits prescribed therein, the Government servant may be granted for the entire period of absence such regular leave with leave salary as may be due to him and thereafter extraordinary leave. In the cases coming under clause (d), if the absence makes it necessary for a substitute to be appointed during the period mentioned in that clause, such period may, under the orders of the Government, be treated as extra leave on full average pay not debitable to leave account, and not as casual leave; any further leave required should be regular leave debitable to the leave account, or if necessary, extraordinary leave on loss of pay.

(8) Casual leave cannot ordinarily be taken in combination with any leave recognized by the Fundamental Rules or Madras Leave Rules with joining time or with vacation. Heads of departments may, however, sanction such combination in special cases provided there is no evasion of the rules, for instance, when an officer obliged to be absent owing to the prevalence of infectious disease in his house and placed on special casual leave, himself contracts the illness and has to be granted regular leave in continuation. G.O. Ms. 2408 Home., 11 Aug. 1944.

NOTE.—(i) The power to sanction leave under this clause has been delegated to the Deputy Inspectors-General of Police.

(ii) There is no objection to the combination of special casual leave between two spells of leave under the Fundamental Rules or the Madras Leave Rules. Home Dept. Memo. No. 4556-A/45-2., 2 Jan. 1946.

II. COMPENSATION LEAVE.

(9) A Government servant who is called on to attend office on a public authorized holiday, except as a punishment, should be granted another day in its place when opportunity offers. If possible, a Government servant of the religious G.Os. 917, Pub., 16 Sep. 1902, and 942, Pub., 17 Oct. 1903.

persuasion who observes a holiday should not be called upon to work on that day. The grant of compensation holidays is subject to the following conditions:—

(1) Such holidays may not be taken by any Government servant without the previous permission of the authority who is competent to grant him casual leave. An officer who is allowed to avail himself of casual leave without obtaining the previous permission of higher authority should intimate his intention of taking such a holiday to the authority to whom he makes similar intimations in respect of casual leave.

(2) Not more than ten such days in all may be taken in a calendar year and no such holidays shall be taken after the expiry of six months from the public holiday for which it is substituted. It will, however, be within the discretion of the head of an office to call on the subordinate affected to take such holiday on any date within the six months which the head of the office finds to be convenient.

(3) Not more than seven such holidays may be accumulated and a lower number may be fixed in his discretion by the head of the office.

(4) Such holidays may be combined with casual leave or other authorized holidays, provided that the total period of absence from duty shall not exceed ten days.

(5) Gazetted officers who are subordinates in an office may be granted such holidays under the foregoing rules. In the case of a gazetted officer in independent charge of an office the same rules will apply, but if the permission of any authority to take a holiday is necessary under rule (1) above, such authority should, before granting the required permission, satisfy himself that owing to the exigencies of the public service the said gazetted officer was unable to avail himself of the public holiday in lieu of which he applies for permission to take a holiday under clause (3) of G.O. No. 917, Public, dated 16th September 1902.

NOTE.—Gazetted Police Officers on executive duty and other Police Subordinates are also eligible for compensation leave. But the grant of compensation leave should be restricted to the absolute minimum and it should not be granted as a matter of course, simply because it is permissible.

[Government Memoranda No. 3822/53-3, Public (Political), dated 14th November 1953 and No. 1026/54-3, Public (Political), dated 4th May 1954, communicated with Chief Office Memorandum No. 1928/HB/53, dated 24th June 1954.]

Granting leave.

G.O. Ms. No. 3451, Home, 25 Sep. 1942.

*274. (1) Casual or compensation leave to gazetted officers may be granted by Superintendents to officers sub-ordinate to them, by Deputy Inspectors-General in the case of

Superintendents in their ranges, and by the Inspector-General to Deputy Inspectors-General and the Assistant Inspector-General. In each instance, the grant of leave by the Superintendent of Police should be communicated to the Deputy Inspector-General of Police concerned, and the grant of leave by the Deputy Inspector-General of Police should be communicated to the Inspector-General of Police for information.

(2) Inspectors are empowered to grant casual and compensation leave to their subordinates. The grant of the leave should be reported in their diaries. All cases in which leave is refused by them should be reported to the Superintendent or Subdivisional Officer for orders. The applications will be returned to the stations with the orders thereon and eventually filed there by the Station-house officer with a note of the dates of availing of and return from the leave.

(3) In emergencies, the Sub-Inspector or head constable in charge of a station or outpost may grant to any of his subordinates casual or compensation leave and may also permit them to combine Sundays and other authorized holidays with it, subject to the limits prescribed, reporting the matter for the confirmation of the Inspector.

Register of casual leave.

***275.** (1) The register of casual leave prescribed by Government should be maintained in respect of gazetted officers, by the officer competent to sanction the leave.

(2) In respect of non-gazetted officers the register of casual leave should be maintained in every office, by every Station-house officer for the men of his station, by the Circle Inspectors for the Sub-Inspectors under them and the Reserve-Inspectors for the Sergeants and men under them, by the District office for Inspectors, Reserve-Inspectors and the office establishment.

NOTE.—The grant of compensation holidays will also be noted in the Casual leave register.

Application for and grant of leave.

***276.** (1) Gazetted officers should submit their applications for leave to the Inspector-General through the Deputy Inspector-General concerned.

(2) (*a*) Superintendents are empowered to grant leave to Inspectors, Reserve-Inspectors and Sergeants up to three months. For longer periods, the sanction of the Deputy Inspector-General is required.

(b) The officer who sanctions the leave and officiating appointments should forward a copy of the order to the Assistant Inspector-General for publication in the *Police Gazette.*

(c) Leave to Sub-Inspectors, head constables and constables will be granted by the Superintendent and by Subdivisional officers, if specially authorized by the Superintendent.

(3) The Superintendent may empower an Inspector to grant, in anticipation of sanction, in urgent cases, leave other than casual leave, subject to a limit of one month. The kind of leave admissible will be subsequently decided and the leave will be formally sanctioned by the District Superintendent.

(4) For the grant of hospital leave, the Circle Inspector will, on the constable's or head constable's return to duty from hospital, submit a leave roll with the man's passport attached.

(5) In the case of non-gazetted Police officers who are admitted into hospital for treatment as in-patients on passports, formal requisitions for medical certificates will not be insisted on by medical officers. They will grant separate medical certificates when recommending such men for long leave. In cases in which the leave recommended is only for the period spent as in-patient or for short periods to recoup their health, separate certificate is unnecessary and the recommendation can be made on the passport itself.

Grant of leave—Provisions of Fundamental Rule 71 to be enforced.

G.O. 406, Fin., 21 July 1932.

277. (1) The authority competent to grant leave or the authority under whom the Government servant is to be employed on return from leave, as the case may be, should enforce the provisions of Fundamental Rule 71, under which no Government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness. A medical certificate of fitness may be required also from Government servants who have been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate. An officer who applies for leave other than on medical certificate within a period of three months from his return from leave should state definitely the reasons for the leave in order that the officer granting it may see whether the spirit of the leave rules has been complied with.

(2) (*a*) Officers competent to grant leave to their subordinates are warned that they will be held personally responsible for the observance of the above orders and that the Government will not hesitate to recover from them any pecuniary loss to Government by their negligence. G.O. 4 [illegible]

(*b*) An officer who takes leave preparatory to retirement can be held to his offer to retire at the end of the leave and be compelled to do so, provided that it is on record that the leave was applied for preparatory to retirement and granted on that condition. Judl., 17 Oct. 1925.

Leave applications.

***278.** Applications for leave will be forwarded by the Station-house officer to the Circle Inspector with a Leave Roll in Form No. 40. In the main range, Leave Rolls will be forwarded to the Superintendent for orders, and, in the subdivision to the Subdivisional Officer (if authorized by the Superintendent to grant leave), through the District Office, where the nature of the leave due will be entered and the roll transmitted to the Subdivisional Officer.

Departure on leave.

279. (1) Gazetted officers before proceeding on leave should communicate their address while on leave to the Assistant Inspector-General.

(2) All subordinate Police officers, before proceeding on leave, should communicate their address to their immediate superior and keep him informed of any change of address.

(3) No subordinate Police officer may proceed on leave without sanction.

(4) Head constables and constables proceeding on leave shall invariably be furnished with passports. A man who has obtained a medical certificate recommending him leave should be given a passport, before proceeding on leave, in token that the leave has been sanctioned. If the medical certificate is given at the district headquarters, the passports may be granted by the Superintendent or, in his absence, by the Office Superintendent except in the case of men of the Armed Reserve to whom it will be given by the Reserve-Inspector. In circles, it should be given by the Inspector or Station-house officer.

Return from leave of officers in Europe.

***280.** (1) Officers on long leave in Europe other than on medical grounds shall before the termination of their leave, give intimation to the Inspector-General of the date of their return to India. An officer desiring to return to duty within

the period of his leave shall communicate his intention to the Inspector-General in time for the latter to disapprove of the officer's return, if necessary.

(2) No officer granted long leave to Europe on account of ill-health, whether the leave be technically leave on medical certificate or not, shall be allowed to return to duty unless he first obtains a certificate of fitness for duty in India.

(ii) *Pension.*

Refusal to undergo operation.

G.O. 385 Pen., 4 Oct. 1912.

281. No retiring allowance shall be granted to an officer who refuses to submit himself to operation when incapacitated from further service by a disease curable by an operation.

Effect of resignation.

G.O. 1017, Pub, (Ser,), 17 June 1935.

282. Government had laid down that, if a Government servant resigns his appointment, all his previous service under Government—and not only service in the particular post which he held when he resigned—will be wiped out. If such a Government servant is appointed again to Government service he will not be entitled to count any portion of his service prior to resignation for any benefit or concession under any rule or order.

Address to be furnished by retiring officers.

283. On retirement, officers should furnish their address in order that the authorities may communicate with them if necessary.

(3) TRAVELLING ALLOWANCE AND RAILWAY WARRANTS.

Traveiling Allowance—Grant of.

284. The grant of travelling allowance is regulated by the Madras Travelling Allowance Rules printed as Part II of the Madras Manual of Special Pay and Allowances.

Journeys within jurisdiction.

G.O. 423, Fin. 6 Mar. 1884 and 1094, Judl. 2 July 1906.

285. (1) For journeys by road on escort duty, subordinate Police Officers may, when the journey does not exceed twenty miles, be granted in addition to travelling allowance ordinarily admissible, actual expenses for the conveyance of their baggage at the following rates :—

Inspectors, Reserve-Inspectors and Sergeants	One rupee.	For every ten miles.
Sub-Inspectors ..	Twelve annas.	
Head constables ..	Eight annas.	
Constablss	Four annas.	

(2) For journeys by rail, Sub-Inspectors, head constables and constables are entitled to daily allowance for each calendar day spent in travelling, in addition to single fare which will be drawn by using railway warrants.

(3) Sergeants, in whose case the use of railway warrants is optional, when claiming the railway fare in a travelling allowance bill must certify that a railway warrant was not used.

Refresher Courses.

286. Sub-Inspectors, head constables and constables called into circle or district headquarters for refresher courses in drill will be treated as on tour for purposes of the Travelling Allowance Rules. G.O. 451, Judl., 13 Sep. 1928.

Journeys in attendance upon a sick officer.

287. When a Police officer is deputed by a medical officer to attend during a journey upon a Government servant who is so ill as to make it inadvisable for him to travel without attendance, he will be deemed to have been travelling on duty and will be entitled to travelling allowance for the journey both ways. G.O. 40, Fin., 16 Jan. 1907.

Exemption from tolls.

288. (1) Police officers under the grade of Assistant Superintendent and prisoners and property in the custody of the Police, Government stores and remittances and the animals and conveyances used in conveying such persons and property are exempt from the payment of fees or toll at ferries in Malabar and South Kanara. Page 73 of Part I of the *Fort St. George Gazette*, dated 17 Feb. 1880.

(2) All boats, which are the property of Government, provided for the use of officers of the Police department, are exempt from payment of tolls or licence or registration fees. G.O. 1410, P.W.D. 20 Dec. 1904.

Government bicycles not exempted.

289. Bicycles, which are the property of Government, kept for the use of Police officers are not exempt from municipal tax.

Preparation of travelling allowance bills.

290. (1) Travelling allowance bills will be prepared by the station-house officer and forwarded direct to the District Office by the 5th of the month. In case of journeys by rail or bus, foils of the railway warrant, marked "for the Superintendent of Police" or the bus warrant as the case may be should be attached to the bills. Bills relating to the claims of Sub-Inspectors will be forwarded through the Circle Inspector by the 1st of the month.

(2) Claims for travelling allowance must be supported by the passports of the men who travelled. These passports and railway or bus warrant foils must therefore be retained by the station-house officer and attached to the travelling allowance bill. They will be filed in the District Office with the office copy of the bills.

(3) (*a*) Superintendents are responsible for passing travelling allowance bills and seeing that improper claims to travelling allowance are not included in them. In the case of Inspectors, Subdivisional officers will verify each claim with the daily diaries of Inspectors and forward the bills with their remarks to the Superintendents of Police, with the least possible delay.

(*b*) Before submitting the travelling allowance bills to the Superintendent of Police, the Station House Officer should check the claims in the bills with the entries in the passports of the men concerned and certify to that effect on each travelling allowance bill. In the District Police Office, the bills and passports need be subjected to test checks. Definite instructions as to the nature of such test checks and when such checks are to be made should be given by the Office Superintendent of each District Police Office.

Disbursement of batta.

291. (1) No delay will be permitted in the disbursement of batta and the return of acquittances (Form No. 42). For any amounts subsequently disbursed, separate receipts should be obtained and forwarded to the District Office. After the amount drawn from the Treasury is completely vouched for, the District Office will certify on the acquittance roll that it has been audited, noting the date of audit in column (II) of the Travelling Allowance Bills Check Register (Form No. 43) against entry concerned and the Superintendent will initial both.

(2) Superintendents should take immediate and severe notice of delays in regard to the preparation of travelling allowance bills and disbursement of batta.

Railway warrants.

G.O. 569, Judl., 25 Mar. 1913.

292. (1) Railway warrants (Form No. 44) will be accepted without question by stationmasters or booking clerks as a cash payment for value of tickets supplied, provided that rules 1 to 5 printed on the reverse of the foil headed " For Railway " are observed.

(2) Before railway warrant books are issued to stations, each of the three foils of the warrants should be clearly stamped in the district stores with the names of the station and district in the space allotted for " Police Office " and " District " at the top.

Preparation and presentation at the Railway station.

293. Railway warrants shall be made out in English. The foil headed "For Office Record" will be retained in the Office of issue, and the remaining two foils handed over to the officer-in-charge of the travelling party, who will fill up column (4) in each, sign the railway foil and present them both at the railway station. The railway authorities will then issue the tickets required, and also return the foil " for the Superintendent of Police" with the blanks filled in. This foil will be sent by the officer-in-charge of the party to the officer-in-charge of his station, who will collect together all the foils received in the course of the month and attach them all to the travelling allowance bill of the station for the month. G.O. 569, Judl., 25 Mar. 1913.

Preparation of warrants by the Railway Administration for payment.

294. The foil headed "For Railway" will, in accordance with rule 7 printed on the reverse, be presented by the Railway Administration to the Accountant-General of the State to which the police party belongs and the Accountant-General will forward it after payment to the Controlling Officer for scrutiny and countersignature. To enable the Railway Administration and the Accountant-General to send the warrant to the proper officers, the officer issuing it will when the party does not belong to the same State or district as that of issue, respectively endorse in red ink at the top of the foil headed "For Railway" as follows :— G.O. 569, Judicial, 25 Mar. 1913.

"PAYABLE BY THE ACCOUNTANT-GENERAL
TO BE SENT TO THE
SUPERINTENDENT OF POLICE
FOR ACCEPTANCE".

Concessional use of Railway warrants.

295. (1) Careful attention should be paid to the rules on the reverse of the foil headed "For Railway" of the form of railway warrants.

(2) Whenever possible, Railway warrants shall be issued at the station of departure for the return journey also.

(3) Railway warrants should be issued to all head constables and constables, including those in the Madras City, for journeys to and from hospital and from one hospital to another, and also for journeys to seek medical advice coming under rules 99 and 100 of the Madras Travelling Allowance Rules.

(4) Railway warrants may be used for the conveyance of tappal to officers in camp provided that expenses or time can be saved thereby.

G.O. Ms. 25, Finance, 28 Jan. 1941.

(5) Head constables and constables who are natives of the Malabar district serving in the Police Force of the Madras City or in any district of the State other than Malabar are granted railway fares or warrants for their journeys to and from Malabar, once in three years, to enable them to visit their homes on leave. This concession is admissible to jamadars of the Armed Reserves in similar circumstances. The railway fare for the forward journey may be paid in cash, but for the return journey the individuals concerned may be given only railway warrants by the station-house officer of the station from where they return to duty.

Safe custody of Railway and bus warrants.

G.Os.113, Judicial, 7 Apudl27, 194, J ,, 23 May 1927, and 42, Judl., 25 Jan. 1928.

296. (1) The book of railway or bus warrants should be kept under lock and key in the personal custody of the officer to whom it is supplied. In the absence of the station-house officer from the station, it will be in charge of the senior officer present. The rules for the safe custody of railway warrants printed on the inside of the cover of the railway warrant books should be strictly enforced. Railway or bus warrants should be issued in strict serial order. The travelling allowance bills sent monthly from each station to the District Office should be accompanied by a statement showing (*a*) the number of the railway and bus warrant foils attached to the bill, (*b*) the numbers of the warrants already issued and to be accounted for with the bill of the following month and (*c*) the numbers of the warrants still in the custody of the Station-house Officer. Superintendents should see that item (*a*) above agrees with the numbers of the railway or bus warrants actually received by them and that the foils of the warrants mentioned in item (*b*) in the statement of the previous month have been sent.

(2) Whenever transfer of charge takes place, the printed numbers of the railway or bus warrants handed over should be given in the certificate of transfer of charge.

Particulars to be entered.

297. Each Station-house Officer, Sergeant, Inspector and Reserve Inspector should be directed invariably to give the following particulars on the railway warrant.

(1) Name and number of Police Officer and nature of duty.

(2) Reasons for travelling by mail train.

(3) In the case of a transfer, whether it was on public grounds or at the request of the officer or for misconduct.

(4) If a constable was sent to obtain an extract of previous conviction, why he was sent instead of obtaining the information by post.

(5) In the case of treasure escorts, the weight of treasure, number of free passes issued and number and date of luggage ticket which should be entered in the railway warrants for both the forward and return journeys.

Escort of treasure—Number of free passes to be issued by Railway Administration.

298. When Government treasure is escorted by rail, the Railway Administration should, except in the case of escorts over the Nilgiri section of the Southern Railway, issue free passes to the escort on the scale laid down in article 146 of the Resource Manual, viz. —

(1) One man to travel free, both on the outward and return journey, as a third-class passenger, when the consignments of treasure are over 54 and under 135 maunds.

(2) Two men, when the consignments are from 135 to 270 maunds.

(3) Four men, when the consignments are of 270 maunds and over.

(4) When a consignment amounts to 20 lakhs of rupees or more (625 maunds or more), a guard of four men to be allowed, with return passage, free of extra charge.

Railway ticket requisitions.

299. Railway ticket requisitions, in Form No. 45, are used for all journeys performed by members of the Government Railway Police. G.O. 566, Judl., 25 Mar. 1913.

Steamer Passages.

300. The following are the rules relating to the engagement of passages by Government officers. G.O. 466, Judl., 24 Sep. 1928.

(1) (*a*) Subordinate Police officers and men deputed on duty to places outside India should be given a requisition by the Controlling Officer to the Agents of the concerned shipping companies to provide them with passages to and fro and to send the bill to the officer who issues the requisition. The cost of passage should be drawn in the travelling allowance bill of the officer or individual concerned and the amount remitted to the oompany direct. The requisition should specify—

(i) Number of passengers,

(ii) names of passengers,

(iii) port of disembarkation,

(iv) class of passage,

(v) nature of the duty on which the officer or individual proceeds, and

(vi) the officer to whom the passage bill should be presented for payment, and such other information as may be required by the agents.

(*b*) The Controlling Officer should ensure that no officer so deputed is allowed passage by a class higher than that to which he is entitled and that the steamer companies are in all cases informed that the passages are booked on behalf of Government.

NOTE.—Strict attention to these instructions will obviate delay in the payment of the agents' bills.

(2) The agents of the company will present for payment the bill or bills, for passage provided, to the paying officer named in the requisition, and these bills should be supported by (i) a copy of the requisition for the passages and (ii) a certificate of embarkation obtained from the officers themselves except only in the case of an inferior servant, in which case a certificate from the officer with whom he travels should be accepted, and, when this is not practicable, by a certificate from the agents themselves or commanders of vessels that the person or persons for whom passage money is claimed has or have actually embarked.

(3) When passage bills are presented for payment to the officers named in the requisition, the paying officer will check the rates charged with reference to the contract rates published in the agreement in force with the shipping companies where the line of passage is under contract, or, if not, with reference to the hand-book or other sources published by the agents for guidance of passengers; and, when these two latter are not available, admit the bills as they are on the responsibility of the agents, and if found correct, pay the bills.

(4) The scrutiny of the paying officers over the agents' bills will extend only so far as the rates of passages are concerned, and they should not therefore delay the payment of the bill when the officers or establishment to whom passage was provided seem to them not to be entitled under the rules to the travelling allowance claimed, any such disallowance or recovery on account of diet charges being recovered from the individuals concerned in their salary or travelling allowance bill, as the case may be.

(5) Expenses on account of boat-hire for embarking and disembarking should be defrayed by the officers themselves and recovered by them on their travelling allowance bills in the usual course.

(6) The undermentioned shipping companies have agreed to grant a rebate of 5 per cent on all passages booked on Government account to and from India and between ports abroad provided they are booked direct with them or their official agents at a port, being a port of call of the companies' ships.— G.Os. Ms. 2300, Pub. (Ser.), 24 Sep. 1952, M.S. 235, Pub. (Ser)., 29 Jan. 1953, and Endt. 34711, Home, 2 Mar. 1953.

(1) Messrs. British India Steam Navigation Company;

(2) Messrs. Peninsular and Oriental and the Orient Steam Navigation Company;

(3) Messrs. Scindia Steam Navigation Company, Limited;

(4) Messrs. The Eastern Shipping Corporation, Limited; and

(5) Messrs. Lloyd Trestino, Bombay.

All sea passages on Government account including "Lee Commission" passages to and from India and between ports abroad should, as far as possible, be booked by the vessels of these companies. The bookings should be effected direct with the companies or their official agents at the ports and not through the travel agents. Whenever Indian ships are available preference should be given to such ships in the interests of economy of foreign exchange.

(4) Record of Service.

***301.** (1) *Defaulter Sheet.*—The Defaulter Sheet is the record of punishments. In the case of the constabulary it forms part of the Service Roll (Form No. 46) and for others it will be kept separatley in Form No. 5.

(2) All Police officers below the rank of Inspector shall, on enlistment, be given a Defaulter Sheet.

(3) All punishments mentioned in the Discipline and Appeal Rules except punishment drill, extra guard and fatigue duty, shall be entered in the Defaulter Sheet.

(4) The Defaulter Sheets of other ranks than the constabulary shall be filed with Service Books in the District Office.

(5) An authenticated copy of every minute relating to suspension (as a specific punishment), reduction or dismissal, with date of delivery to the delinquent, should be filed with the Service Book or Roll.

Entry of date of effect.

***302.** The date from which punishments by suspension, reduction or dismissal take effect should be specifically entered in the Defaulter Sheet.

Defaulter Sheets to be kept in stations.

***303.** Separate Defaulter Sheets in Form No. 5 containing all punishment orders will also be kept in stations in charge of the station-house officer for officers below the rank of Inspector. Entries therein shall be made by the Inspector or the Sub-Inspector.

Small Service Book.

***304.** (1) Small Service Books in Form No. 47 shall be supplied to all Police officers below the rank of Inspector on enlistment.

(2) They will be kept in the possession of the officers themselves and should be returned when the officers quit the force.

(3) Entries in the Small Service Books of Sub-Inspectors and Sergeants will be made by Inspectors and Reserve Inspectors and in those of the constabulary by Inspectors and Reserve Inspectors or Sub-Inspectors, as the case may be.

(4) The books may be handed over to the officers one year after the date on which pension or gratuity is granted to them.

Sannads.

***305.** Every Police officer enrolled under Act XXIV of 1859, shall, on enlistment, be given a Sannad in Form No. 48.

Medical History Sheets.

***306.** (1) In addition to the Sannad and Defaulter sheet, all head constables and constables shall be given a Medical History sheet (Form No. 49) on enlistment.

(2) Medical History Sheets will be kept by the Station-house Officer and given to men on their going to hospital. Entries of attendance at hospital will be made by Medical Officer alone. Remarks on a man's habits will be made by a gazetted officer after the man has put in some years' service.

Discharge Certificate.

***307.** (1) A discharge certificate in Form No. 50 shall be given to every non-gazetted Police officer on leaving the Force. His character should be described from a consideration of his conduct throughout his service, and, in case he has been dismissed or removed for misconduct, it should not necessarily be defined from the particular misconduct that necessitated removal or dismissal.

(2) The following expressions alone may be made in describing character—

" Very good," "Good", " Fair", "Indifferent", "Bad ", "Very Bad ". If a man's character has recently changed and cannot be properly described without qualification, the word "Latterly" may be used as a prefix to any of the above expressions.

(5) MISCELLANEOUS.

(1) *Buildings.*

Upkeep of Compounds.

308. The rules regarding the upkeep of the compounds of public buildings are in Article 283 of the Public Works Department Code and they are reproduced below for convenience of reference—

To ensure the proper upkeep of the compounds attached to Government buildings including residences in charge of the Public Works Department, the following rules should be observed :—

(*a*) **The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and will also see that the compound is kept in proper order.**

(*b*) **No tree or main branch of a tree shall be cut without the Executive Engineer's concurrence.**

(*c*) **The ground of the compound shall not without the concurrence of the Executive Engineer, be broken for any purpose except that of " gardening " in the ordinary sense of the word and this sense shall not include the digging of pits, ponds or wells for watering purposes**

(*d*) Bushes and shrubs planted in the ground are the property of the Government and may not be cut down or removed from the compound without the concurrence of the Executive Engineer; but his concurrence shall not be required for such cutting down, uprooting or trimming of any bush or shrub or lopping of any tree that may be necessary for the proper maintenance of the garden.

(*e*) The Executive Engineer will report to the Superintending Engineer any breach of the above rules which may come to his notice.

Buildings—Recovery of rent, etc.

(1) *Buildings.*

309. The following rules in the Fundamental Rules and the Public Works Department Code regarding Government buildings, recovery of rent, etc., are reproduced below for information and guidance :—

S.R. 1. (i) under F.R. 45. (1) Allotment of residences.—(i) Buildings acquired, constructed, or leased by Government for the occupants of particular posts shall ordinarily be occupied by the officers holding those posts.

S.R. 1 (ii) under F.R. 45. (ii) Where any question is raised as to which officer has the prior title to occupy a particular house, or if no officer wishes to occupy a house, as to which officer shall be required to pay rent for it the question shall be decided by the Collector and the Superintending Engineer sitting together.

S.R. 1 (iv), under F.R. 45. (iii) It will be the duty of the Executive Engineer to report every case of vacancy as soon as it is known that it is likely to arise and to take prompt steps to ensure that no house is allowed to remain vacant for a day longer than is unavoidable. An officer occupying public quarters shall, therefore, give timely notice in writing to the Executive Engineer of his intention to vacate them; otherwise he shall be liable to be called upon to pay rent up to the date of receipt by the Executive Engineer of such notice or the re-occupation of the quarters.

S.R. 2 under F.R. (2) Exchange of residential buildings by officers of the same station.—Any two officers at a station may exchange the buildings allotted to them with each other as a purely private arrangement, but, each officer will continue to be responsible for the building assigned to him.

S.R. 3 under F.R. 45 (3) Sub-letting of residence.—I. The sub-letting of an official residence may be permitted only under the following conditions :—

(i) The previous sanction of Government should be obtained for sub-letting ;

(ii) the officer will still remain personally responsible for the rent and for any damage caused to the building beyond fair wear and tear;

(iii) Government will not recognize the sub-tenancy;

(iv) the rent to be charged by the officer to his tenant should not, except with the sanction of the State Government in special circumstances exceed the rent paid by the officer to Government;

(v) sub-tenancy should continue only for so long as the officer who makes the arrangement holds the appointment for which the official residence is provided.

II. An officer occupying a Government building can share the building with another Government officer as a purely private arrangement between the two officers, but the Government will recover the sanctioned rent only from the officer for whom the building is constructed or to whom it is let.

(4) Officers on leave.—When an officer provided with Government quarters goes on leave, he should be held to have ceased to be in the occupation of the building from the date of commencement of leave, provided he has given timely notice to the Executive Engineer, unless for any reason a competent authority decides otherwise. S.R. 4 under F.R. 45.

Note.—The local administrative head of the department may grant permission to occupy Government quarters to officers proceeding on leave on average pay not exceeding four months; in other cases, the permission of the Government is necessary.

The term 'The local administrative head of the department' occurring in the note above includes heads of offices also.

(5) Exemptions from payment of rent.—An incumbent whether permanent or temporary of an appointment, for whose benefit a house has been constructed or purchased or leased by Government will be held responsible for the prescribed rent during his tenure of the appointment. In the following cases, however no rent will be recovered provided that the head of the department or the authority competent to make a permanent appointment to the post for the incumbent of which the house is intended furnishes a certificate to the officer responsible for the recovery of rents that the conditions laid down are satisfied. S.R .5, under F.R. 45.

(i) When an officer is holding as a temporary measure under rule 49 an appointment to which a Government residence is attached, in addition to his substantive appointment and does not actually occupy the house.

(ii) When an officer in addition to the duties of such an appointment carries on the duties of another appointment which preclude him from occupying the house.

(iii) When an officer is officiating in an appointment for a period not exceeding one month and does not wish to occupy the house ; and

(iv) When an officer is officiating in an appointment for a period not exceeding two months and the circumstances are such as to preclude him from occupying the house.

Note.—An officer who is merely discharging the current or routine duties of an appointment to which an official residence is attached is not bound to occupy it and should not be considered as the incumbent of the appointment for purposes of recovery of rent.

F.R. 45 (A) (iv).

(6) Conditions of allotment of residences.—I. When Government supplies an officer with a residence leased or owned by Government, the following conditions shall be observed :—

(*a*) The scale of accommodation supplied shall not, except at the officer's own request, exceed that which is appropriate to the status of the occupant.

(*b*) Unless in any case it be otherwise expressly provided in these rules, he shall pay (i) rent for the residence, such rent being the standard rent as defined in the Fundamental Rules or 10 per cent of his mothly emoluments, whichever is less ; and (ii) municipal and other taxes payable by Government in respect of the residence not being in the nature of house or property tax.

NOTE.—For the purposes of the above rule, the portions of property tax levied on Government buildings by local bodies representing water, drainage, lighting and scavenging taxes shall be treated as being not in the nature of house or property tax.

Instruction 2 under F.R. 45 A (iv) Clause (ii).

II. When a building is leased by the Government for an officer who is not entitled to rent-free quarters, the full rent which the Government will have to pay for the building as well as any other incidental expenditure involved in securing a residence for him should be recovered in all cases from the officer occupying the building.

S.Rs. under F.R.

III. (i) In the case of Government servants occupying Government residential buildings, rent shall be recovered from them for the period of their occupation during joining time on transfers at the rates which are payable before their transfer.

(ii) Rent shall be recovered at the same rates from Government servants on transfer who are allowed to occupy Government residential buildings beyond their joining time because neither the Government servants holding additional charge of the posts nor the incoming regular incumbents of

the posts for whom the said buildings are intended are in need of them for the period of such extended occupation, provided that the new posts to which the Government servants are transferred do not carry higher scales of pay. In cases where the new posts to which the Government servants are transferred carry higher scales of pay, their enhanced rates of pay shall be taken into consideration for calculating rent at 10 per cent of their emoluments from the actual date of their joining the new posts.

(iii) Rent shall also be recovered at the rates specified in the first paragraph from Government servants on transfer, proceeding to new stations during their joining time and occupying the Government residential buildings attached to such posts, if vacant, earlier than actually taking over charge of the new posts, for the period of such occupation during joining time.

IV. In special circumstances, for reasons which should be recorded, the local Government— F.R. 45 A V.

(*a*) may, by general or special order, grant rent-free accommodation to any officer or class of officers,* or

(*b*) may, by special order waive or reduce the amount of rent to be recovered from any officer, or,

(*c*) may, by general or special order, waive or reduce the amount of municipal and other taxes, not being in the nature of house or property tax, to be recovered from any officer or class of officers.

* In the Police Department no rent shall be charged to Reserve Inspectors Sergeants, Sub-Inspectors, head constables and constables for Government quarters occupied by them.

Notes.—(i) A sanction accorded under paragraph 6 above will not exempt the occupants from liability for payment of rent for water-supply, sanitary and electric installations and fittings which will be charged on the basis of 6 per cent on their capital cost except in the case of the following officers who have been exempted from the payment of such rent :—

Government servants drawing a pay of less than Rs. 50 a month.

(ii) In the case of buildings rented by the Government, rent for water supply, sanitary and electric installations should be based on the cost of the installations as estimated by the Public Works Department officers.

V. (i) Exemptions from payment of rent may be sanctioned, with the previous approval of Government, when a building is rendered uninhabitable by reason of extensive repairs or for any other cause and is so certified by the Executive Engineer. The latter should forward his certificate to the Superintending Engineer, who will report to Government whether partial or total remission of rent should be allowed and for what period. Instructions under F.R. 45 A V.

(ii) When only a portion of a Government residence becomes uninhabitable, the occupant will be allowed the benefit of a remission of rent, only if the standard rent of the building excluding the proportionate rent of the portion rendered uninhabitable falls below 10 per cent of the occupant's emoluments.

(iii) Inconvenience caused by petty or ordinary annual repairs is insufficient to warrant a remission of rent.

(iv) The total amount of rent and service taxes recoverable from any Government servant in respect of a Government residential building owned by Government shall not exceed 10 per cent of his emoluments. Government servants entitled to rent-free quarters will be exempted from the payment of service taxes.

Note 2, under instructions under F.R. 45 A V.

Note.—(*a*) A Government servant provided with free quarters may continue to occupy them free of rent when he proceeds on leave for a period not exceeding four months, provided no substitute is appointed in his place or, if a substitute is appointed, quarters are available for the substitute without any extra expense to Government. If the leave is extended beyond the four months' limit, rent-free occupation of the quarters must cease.

(*b*) A permanent incumbent may, during absence on leave or on duty elsewhere, be permitted by the Superintending Engineer to store at his own risk, free of rent, his furniture and other belongings in his residence when both the conditions specified below are fulfilled :—

(i) The temporary incumbent does not require the residence and is exempted from the payment of rent for it ; and

(ii) arrangements cannot be made to lease the house during the absence of the permanent incumbent.

The concession of storage of furniture and other belongings under this note, free of rent is subject to the condition that, if a claim for vacancy remission of property tax becomes inadmissible consequent on such storage, an amount equal to the vacancy remission of tax that would otherwise have accrued is recovered from the Government servant concerned.

Para. 280, P.W.D. Code.

(7) Damage to residential buildings by tenants.—Every officer for whom a Government residence has been provided is bound to leave it in a fit state for occupation by his successor, and will be required to pay the cost of any special painting, white-washing, cleaning or other repairs which may be rendered necessary by any improper use of the building. In order to give effect to this rule and to see that the quarters have been handed over for occupation in thoroughly good order, the Executive Engineer or the subdivisional officer should arrange to have each residential building inspected immediately after it is vacated. The incoming tenant will also be responsible for bringing to the notice of the Executive Engineer any special damage at the time he enters the building.

Note.—(1) The intention of the rule is that while repairs occasioned by natural wear and tear should be carried out at Government cost, damages to Government property which can be proved to be due to culpable carelessness on the part of tenants should be charged to them.

(2) A notice to the above effect should be issued to occupants before they occupy their allotted quarters.

(3) A list of fixtures in each residential building shall be maintained by the Public Works Department section officers and in subdivision and division officers and a copy of it shall be hung in each building. Whenever a change in occupancy of a building occurs, the outgoing officer should obtain from the incoming officer a receipt for the fixtures handed over and forward it to the Public Works Department section officer in charge of the building. If the building on being vacated by one officer is not occupied immediately by another, the outgoing tenant on vacating the building should obtain a certificate from the Public Works Department section officer that all the fixtures noted in the list are present and in good order ; and when the building is reoccupied the section officer should obtain from the new tenant a receipt for the fixtures. If any of the fixtures are left in a damaged condition the section officer should immediately report the fact through the subdivisional officer to the Executive Engineer who will recover the cost of the damaged articles from the outgoing tenant.

(8) Use of vacant residential building as rest houses.—The Government consider that it is undesirable to allow Government residences to be used as rest-houses, and direct that temporary occupation by any one other than the officer for whom a house is intended should be allowed only with the previous permission of the Executive Engineer and that the full rate of rent should then be charged.

(9) Care of vacant buildings.—If an officer for whom a Government residence is provided with or without rent, is allowed for his own convenience to live elsewhere, he is expected to engage a watchman to take care of the building. Until a private watchman is so employed, the Public Works Department will employ one and recover the cost from the tenant ; when, however, a residence remains unoccupied not purely on account of personal reasons but because the post to which the residence is attached is vacant or its incumbent is exempted both from occupying it and from the liability to rent in the circumstances described in Subsidiary Rule 5 to Fundamental Rule 45 the following arrangements should be made :— Para. 282, P.W.D Code.

(1) If the quarters are expected to be vacant for one month or less, the officer on the spot discharging the duties of the permanent officer for whom the quarters are intended should arrange to depute a peon or other menial to look after the vacant building and garden attached to it.

(2) If the quarters are expected to be vacant for more than one month, the department in charge of the building will employ a watchman at the cost of Government to look after the building as well as the garden.

Para. 283, P.W.D. Code.

(10) Upkeep of the compounds.—I. To ensure the proper upkeep of the compounds attached to Government buildings including residences in charge of the Public Works Department, the following rules should be observed :—

(i) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and will also see that the compound is kept in proper order.

(ii) No tree or main branch of a tree shall be cut without the Executive Engineer's concurrence.

(iii) The ground of the compound shall not, without the concurrence of the Executive Engineer, be broken for any purpose except that of " gardening " in the ordinary sense of the word, and this sense shall not include the digging of pits, ponds or wells for watering purposes.

(iv) Bushes and shrubs planted in the ground are the property of the Government and may not be cut down or removed from the compound without the concurrence of the Executive Engineer, but his concurrence shall not be required for such cutting down, uprooting or trimming of any bush or shrub or lopping of any tree as may be necessary for the proper maintenance of the garden.

(v) The Executive Engineer will report to the Superintending Engineer any breach of the above rules which may come to his notice.

Para. 284, P.W.D. Code.

II. Tenants of rented or rent-free residences may be allowed the enjoyment of the usufruct of trees, provided the compounds are maintained at their cost and the pay of the gardeners and all garden expenses are borne by them.

The officer occupying Government quarters has no right to the trees or branches blown down by cyclone, as the term ' usufruct ' is not meant to include them.

Scale of fire appliances.

G.O. 2993, P.W., 10 Dec. 1941.

310. (1) Chemical fire extinguishers and water or sand in buckets are first-aid appliances, to be used for attacking a fire at the outset to enable it to be put out immediately or at least to keep it under control until the arrival of the Fire Brigade.

(2) For purposes of the supply of ordinary fire appliances, buildings are divided into two classes, vi.z—

(i) Ordinary ; and

(ii) buildings where there is special danger of oil, chemical or electrical fires.

(I) *Ordinary buildings.*—(1) *Costing Rs.* 10,000 *and below*—(*a*) For a superficial area of 1,000 square feet and below—Four fire buckets 12 inches high and 10 inches deep, always filled half the number with water and half with sand.

(*b*) For a superficial area more than 1,000 square feet—The number of fire buckets is to be increased from four at the rate of one for every 500 square feet.

(2) Costing more than Rs. 10,000—(*a*) For a superficial area of 5,000 square feet or less—Six fire-buckets and one 2-gallon capacity soda-acid type extinugisher.

(*b*) For a superfical area of over 5,000 square feet—The number of fire buckets is to be increased over that specified at (2) (*a*) above, at the rate of one for every 1,000 square feet in excess of 5,000 square feet. The number of soda-acid type extinguishers will be on the same scale as under (2) (*a*).

(II) *Buildings where there is special danger of oil, chemical or electrical fires.*—(*a*) For a superficial area of 5,000 square feet or less—Twelve fire-buckets of the specified size but filled with sand instead of water, and one foam-type chemical extinguisher of 2-gallon capacity.

(*b*) *For superficial area of over* 5,000 *square feet.*—The number of fire-buckets specified at (II) (*a*) above is to be increased at the rate of one for every extra 500 square feet over 5,000 square feet. The chemical extinguishers will be on the same scale as (II) (*a*).

NOTES.—(1) A fire bucket 12 inches high and 10 inches deep means one that measures 12 inches high on the outside and is 10 inches deep on the inside. The top diameter is usually 12 inches and the bottom diameter is slightly less but not less than 9 inches.

(2) Superficial area—This is the surface area of each floor of a building and not the plinth area. The plinth area will be the superficial area for the ground floor only. The actual superficial area in the case of the upper floors should be considered separately in each case for purposes of the supply. The articles meant for a particular floor must be placed in that floor only.

(3) In assessing the cost of a building for purposes of classification the cost of that particular detached building only should be taken into consideration.

(4) A list of suitable chemical fire extinguishers with the names of firms where they can be purchased, could be obtained from the concerned Executive Engineer, who may consult the latest Indian Stores Department price list for fire extinguishers and refills.

Police stations, outposts and other non-residential buildings which are in the occupation of the Police department should be provided with fire appliances in accordance with the scale laid down in this order.

Progress Report.

311. A form of progress report in Form No. 51 will be forwarded to an Inspector at the time of the sanction of a work and he will submit the form with his diary of the first of the month for the Superintendent's information. After perusal it will be returned to him.

Completion of works.

312. Upon the completion of a work, a completion certificate in Form No. 52 will be signed. A gazetted officer should examine new buildings which have cost over Rs. 500 and sign the certificate. Completion certificates signed by Inspectors will be countersigned by the Superintendent. The final bill to complete payment should not be made out until the work has been finally examined.

Occupation and petty repairs of huts.

***313.** (1) Where lines exist, head constables and constables shall be bound to occupy them.

(2) Men must be required to execute trifling repairs to lines, such as they would not neglect in the case of their own houses. A man who fails to carry out such repairs shall be liable to have them executed at his cost.

(3) The orders regarding white washing of police lines by fatigue parties are laid down in Police Standing Order No. 251.

(2) *Tents.*

Scale of tents.

G.O. 543, Pub. (Pol.), 5 Oct. 1932. **314.** (i) The following is the scale of tents sanctioned by Government for the use of officers of the Police department :—

(*a*) Superintendent of Police—

1 hill tent with bathroom (14′ × 14′).

1 shooting pal (12′ × 12′).

1 servants' tent (12′ × 12′).

1 necessary tent (4′ × 4′).

(*b*) Assistant and Deputy Superintendents of Police—

1 hill tent with bathroom (12′ × 12′).

1 shooting pal (10′ × 10′).

1 servants' tent (12′ × 12′).

1 necessary tent (4′ × 4′).

(*c*) Malabar Special Police—

1 miniature swiss cottage tent (10′ × 10′).

1 servants' tent (10′ × 10′).

2 shooting pals bamboo poles (10′ × 10′).

1 necessary tent (4′ × 4′).

2 hill tents (14′ × 14′).

1 120 lb. tent.

2 160 lb. tents.

(2) A set of tents on the scales allowed to Superintendents of Police will be maintained at each of the following places for the use of all the gazetted officers who have their headquarters at those places :—

(1) Vellore.
(2) St. Thomas Mount.
(3) Tanjore.
(4) Tiruchirappalli.
(5) Madurai.
(6) Salem.
(7) Coimbatore.

(3) The tents at Malappuram are for the use of all officers and men of the Malabar Special Police.

Tents—Storage of.

315. (1) When not in use, tents should generally be kept in a dry place on stands about 18 inches high so as not to be damaged by rats or white ants. But during the monsoon, when they are not in use, they should also be spread out in the sun to dry not less than once a month.

(2) When a subdivision is left without an officer, the officer vacating it will hand the tents over to the Superintendent, who will give them into the charge of the officer in charge of Stores for safe custody.

Instructions for pitching and striking tents.

(3) The following instructions are laid down for pitching and striking tents. Attention to these will make them last much longer than they would do otherwise. The failure on the part of any officer to comply with these instructions should therefore, be promptly reported to the Inspector-General for orders—

(*a*) Tents should on no account be pitched under tamarind trees.

(*b*) When tents are being pitched or struck and the ground is all muddy, the tent bags or some straw should always be spread below them to keep them clean.

(c) Great care must be taken in pitching tents that the pegs for the ropes are placed in a straight line with the seams in the fly, so that the strain may be directed and equal, and not crosswise. Ropes should not, therefore, be tied to trees unless they happen to be exactly in the true line, which will seldom happen. It is the safest plan never to allow them to be tied to trees. If tents bag at the corners, the ropes which pass up inside the fly round the pole must be pulled moderately tight and tied to the corner ropes so as make the strain come on them and not on the canvas.

(d) In stormy weather, the corner and storm ropes of tents should invariably be "bushed." If bushes cannot be procured, as in sandy tracts, a hole should be dug and a tent peg be buried at right angles to the direction of the rope at a depth of a couple of feet, the rope tied to it and the hole filled in and the sand firmly rammed down. It will be found that ropes so secured will hold in sandy soil far better than if tied to pegs driven in the ordinary way.

(e) When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinkage of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn and it often happens that their shrinking pulls the pegs out of the ground, especially in the dry weather when the ground is hard and the pegs have probably not been driven in deep. If this should happen at night, as it frequently does, the fact that the pegs have drawn is likely to pass unnoticed and the tents will be liable to be blown down if the wind should rise.

(f) Care should be taken not to strike and pack tents when damp from rain or dew. A march had better be a little delayed than a tent be spoilt from mildew, which is the certain consequence of packing tents when damp.

G.O. Ms. No. 1686, Home, 14 June 1955. Memo 50907/ Pol.IV/56-1 Home, 15 June, 1956. Govt. Memo. 32845/Pol. IV/56-4, Home, 30 July 1956. G.O. Ms. 2745, Home 29 September 1956.

(4) (i) Without deteriment to Police duties, tents and shooting pals belonging to the Police department may be lent to other deparments of Government whether commercial or non-commercial. As regards departments which are non-commercial, hire charges need not be collected but the expenditure, if any, incurred on account of conveyance, pitching, etc,, or repair of damages caused to the tents, should be debited to the departments concerned.

(ii) Police tents and shooting pals may be lent to commercial departments of the Government on the following conditions:—

(a) That a sum of Rs. 10 (rupees ten only) per day per tent (both for shooting pal and 180 lb. tent) should be levied as hire charges ; and

(*b*) that the department hiring the tents should undertake to return them in the same good condition in which they are lent and to pay compensation for damages, if any, caused to the articles *vide* also Article 61, Madras Financial Code, Volume I.

(iii) Tents and shooting pals belonging to the Police department may also be lent to private institutions and associations *of standing* subject to the conditions mentioned in (ii) (*a*) and (*b*) above.

NOTE.—Tents of the Police department should *not* be lent on hire to circus, cinemas or dramas, performed for commercial purposes.

(3) *Sports.*

Kinds of Sports.

316. (1) The following Police Sports are held in this State :—

(i) District Sports.

(ii) Range Sports.

(iii) Annual State Police Sports at Vellore.

(iv) Inter-Recruits' Schools Competitions.

(v) Battalion Sports of the Malabar Special Police.

(2) District Sports are open to all the men of the district, and Range Sports are open to the districts of the Range. The Madras City will count as a district for purposes of these sports. The first two districts in the sports of each range represent that range at the Annual State Police Sports at Vellore. Inter-Recruits' School competitions are held at the headquarters of one of the schools as may be agreed upon year by year.

Composition of the teams.

317. (1) The teams competing at the District and Range Sports should not include more than one gazetted officer and sixty other ranks including staff. The Deputy Inspectors-General should, as far as possible, attend sports held in the range under their charge.

(2) For the Annual State Police Sports each Range team shall consist of a team Commander (a Superintendent of Police or Commanders nominated by the Deputy

Inspector-General of Police in charge from the Superintendents of Police and Commandants detailed to attend by the Inspector-General of Police) and up to a maximum of sixty all ranks including ministerial staff under the conditions laid down by the Inspector-General of Police. All gazetted and non-gazetted ranks may be members of the team provided they have completed one year service on 1st December. Included in the team of sixty shall be one Reserve Inspector or Subedar who will be the team captain.

(3) A team for Inter-Recruits' Schools competitions should consist of not more than twenty members. They may either be all recruits or not more than two members of the staff may be included to bring the total number up to 20.

(4) Teams for Inter-Company Sports of the Malabar Special Police should also consist of a reasonable number of men and officers, not exceeding twenty in any case.

NOTE.—The expression "teams competing at the District Sports" means the teams sent from the Circles and the Armed Reserve of a district.

Funds.

G.O. Ms. 2768, Home, 16 June 1950.

318. (i) A consolidated grant is sanctioned by Government to meet the expenditure on all kinds of sports. This grant will be at the disposal of the Inspector-General of Police to be allotted to ranges and districts (including the Madras City) at his discretion. The procedure in dealing with the amounts thus allotted will be the same as in the case of other allotments of Government Funds in the sanctioned budget estimates. The expenditure from this grant will be subject to regular audit by the Accountant-General.

(ii) The collections of subscriptions from police officers and the public for these sports or games (including prizes for shooting, etc.) is prohibited . The public will not be charged for admission to the sports or games. The responsiblity for sanction and check and control of sports expenditure rests on the Superintendent of Police who will see that the expenditure is limited to an estimate sanctioned by them and is not extravagant or excessive.

Objects on which sports money should be spent.

G.O. Ms. 2768, Home, 16 June 1950.

319. The object on which the Government grant for sports should be spent are specified in the annexure to this order.

ANNEXURE.

1. (*a*) Preparation of grounds including the making of hockey and foot-ball fields and sports courses with their paraphernalia.

(*b*) Hire of furniture.

(*c*) Charges for the transport of furniture.

(*d*) Lighting charges.

2. (*a*) Equipment including expenditure on equipment for District Range and Annual State Police Sports, Inter-Recruits' School Competitions and Inter-Company Sports of the Malabar Special Police.

(*b*) Preparation and training for all these sports throughout the year.

(*c*) Entrance fee to local tournaments not exceeding Rs. 20 on each occasion which may be sanctioned by the Superintendent of Police.

(*d*) Charges for the transport of sports equipment and tents.

3. (*a*) Prizes including prizes for all sports-meetings mentioned in paragraph 2 (*a*).

(*b*) Prizes for men during their training.

4. Printing including cost of printing invitations.

5. Special diet for men in training for District, Range and Annual State Police Sports, Inter-Recruits' School Competitions and Inter-Company Sports of the Malabar Special Police.

6. Special clothing for teams participating in sports or games.

7. Stationery and postage connected with sports meetings.

8. Refreshments to persons attending or taking part in sports or games.

9. Expenses in connection with District Sports on such items as "Practice", "Training", "Preliminary arrangements", etc.

10. *Railway fare and daily allowance.*—(*a*) To men taking part in sports other than those mentioned in paragraph 5, e.g., a hockey tournament;

(*b*) to men detailed for practice, training, preliminary arrangements, in connection with sports of all kinds; and

(*c*) to the private employees of the State Police Band, Vellore, attending Police Sports.

11. Any miscellaneous expenditure which may be incurred legitimately in connection with sports.

Travelling Allowance.

320. (1) Travelling allowance may be drawn according to the Madras Travelling Allowance Rules for journeys and halts made by—

(*a*) the members of teams attending the District Range and Annual State Police Sports, Inter-Recruits' School Sports, and Inter-Company Sports of the Malabar Special Police;

(*b*) the orderlies accompanying tents required in connection with these sports ; and

(*c*) the Government members of the State Police Band, Vellore, attending the sports.

(2) Concession tickets should, as far as possible, be obtained from railway for the members of all teams. The travelling allowance should be reduced by the difference between the costs of tickets at the ordinary rate and at the concession rate.

(3) Railway fare and daily allowance of the private members of the State Police Band, Vellore, should ordinarily be paid out of the District Police Sports Fund. If at any time this fund is deficient, the expenditure should be charged to "29. d. Police — Police Training Schools—D. Office Contingencies—Other Petty Contingencies."

PART III.—PARTICULAR DUTIES.

CHAPTER XVIII.

DUTIES OF THE POLICE UNDER THE INDIAN ARMS ACT XI OF 1878, AND THE INDIAN EXPLOSIVES ACT IV OF 1884.

Powers and duties.

321. (*a*) The following are the powers and duties of all Police Officers under the Indian Arms Act :—

(1) To arrest any person found carrying or conveying any arms, ammunition or military stores, whether covered by a licence or not, in such manner or under such circumstances, as to afford just grounds of suspicion that the same are being carried by him with intent to use them, or that the same may be used, for any unlawful purpose ;

(2) to take such arms, ammunition or military stores from him ;

(3) to take without unnecessary delay such person's arms, ammunition and military stores before a Magistrate (section 12) ; and

(4) to disarm any person going armed without a licence or in contravention of the terms of a licence (section 13).

The last-named person commits an offence under section 19 (*e*) which is cognizable. He may, therefore, be arrested, but this should not ordinarily be done unless the circumstances require it. The case will be reported to the Magistrate having jurisdiction and a process obtained.

Search under section 25.

(*b*) Police officers of and above the rank of Sub-Inspector have been empowered to conduct searches under section 25 of the Indian Arms Act. G.O. 325, Home, 5 Dec. 1938.

Provisions of the Act.

322. (1) The offences detailed in sections 19 and 20 are cognizable.

(2) The Collector's sanction is requisite to a prosecution under section 19 (*f*) (section 29).

(3) Under section 28 all persons are bound to give information of offences under the Act which comes to their knowledge.

Going armed.

323. (1) Persons (whether licensed or not) are forbidden to go armed to fairs, religious processions or other public assemblies, unless specially authorized by the officers granting the licences.

Exempted officers.

(2) Licences need not be taken out to cover the carrying or possession of arms in the following cases :—

(*a*) Arms carried and possessed by officers of Government as part of their equipment.

(*b*) Arms supplied by Government to subordinates of the Police department to be carried or possessed by them in the execution of their duty.

Having regard to saving (*b*) to section I of the Indian Arms Act, 1878, nothing in the Act or Rules will apply to the bearing or possession of such arms by the persons referred to above.

(*c*) Government have declared, under saving (*b*) to section I of the Indian Arms Act, 1878, that an Inspector or Sub-Inspector of Police is entitled in the course of his duty as a public servant to bear or possess either a revolver supplied to him by Government or a private revolver or automatic pistol of suitable pattern and ammunition for the same.

Exemption of constabulary.

(3) With reference to saving (*b*) to section I of the Act, head constables and constables are declared to be officers required to carry arms in the performance of their duty. Under item (4) of schedule VII to the Indian Arms Rules, 1951, the carrying of a single-barrelled muzzle loading gun with ammunition by a ghat talaiyari employed in the Police department has been declared by Government to be in the public interest.

Licensed dealers.

(4) Under section 22 of the Arms Act, licensed dealers in arms and ammunition are bound to ascertain that the persons to whom they sell arms, ammunition or military stores are legally authorized to possess the same. Any tendency on the part of dealers to evade this obligation should be checked by the Police by their constant strict supervision over the trade in arms and ammunition. The Police should also exercise constant vigilant supervision over the registers maintained by licensed dealers in order to ensure that arms and ammunition are not sold to persons other than those legally authorized to possess the same. If, on inspection, they find that arms and ammunition are supplied to persons whose exemption seems to be doubtful, they should take steps to ascertain whether such persons are really exempt from the provisions of the Arms Act, and if not, to report the matter to the Collector. In doubtful cases of sales to persons said to possess licences under the Arms Act Rules, a reference to the registers maintained in Police stations will show whether the purchasers are bonafide licencees or not.

Supply of 'Indian Arms Act, 1878, and Indian Arms Rules, 1951'.

324. The book 'The Indian Arms Act, 1878, and the Indian Arms Rules, 1951', published by the Central Government has been supplied to all gazetted officers in the Police department, Inspectors of Police, Assistant Public Prosecutors and police stations.

Rules for the grant and renewal of licences.

325. (1) (*a*) Applications for licences or duplicates thereof may be made on plain paper or on impressed stamps. In the former case the applicants shall supply impressed stamps of the value, equal to the amount of fee leviable, in respect of such licences or duplicates. In the latter case, the balance of fee leviable after deducting from the licence fee the value of the stamp on which the application is made, shall be made good by non-judicial stamps to be supplied by the applicant. The stamped paper so prefixed to the applications need not contain anything but the signature of the applicant.

(*b*) All applications should be in the annexed form. Application forms printed on plain paper may be obtained from the Commissioner of Police in the Madras City and Collectors in the mufassal.

Application for $\frac{\textit{new}}{\textit{renewal of}}$ gun licence.

1 Is the application for a fresh licence or for renewal of old licence ?

2 Name of the applicant with father's name in full.

3 Residence—village, taluk and police station.

4 Occupation.

5 Description of arms and ammunition required to be possessed.

6 Purpose—
  (*a*) Is it for protection ?
  (*b*) Is it for possession only ?
  (*c*) Is it for sport ?

7 Area within which applicant wishes to go armed.

8 If retainers are required—
  (*a*) Their number.
  (*b*) Their names.
  (*c*) Their addresses.

9 Is the licence required for an old weapon now in deposit, or for a fresh weapon to be purchased ?

10 Whether applicant had applied for a licence at any time before and, if so, with what result ?

Date. Signature of applicant.

(2) Applications for new licences may be sent to the Collector or to the Taluk Magistrate or the Deputy Tahsildar and Sub-Magistrate in zamindari tracts, or to the Station-house Officer. Applications received by the Collector direct will be sent to the Taluk Magistrate or to the Deputy Tahsildar and Sub-Magistrate in zamindari tracts for report. Taluk Magistrates and Sub-Magistrates in Zamindari tracts will forward to the Police for report only those applications which they receive, direct or through the Collector from individuals whose character, status or reputation is unknown or doubtful; they will submit all others to the Collector direct with their own reports. Station-house Officer will forward their reports on applications for new licences to the Collector through the Police Inspector and the Taluk Magistrate or the Sub-Magistrate in zamindari tracts. The Taluk Magistrate or the Sub-Magistrate in zamindari tracts will see that the correct names of the village hamlet (if necessary) and police station within whose limits the village is situated are correctly entered in the application before submitting with his reports to the Collector.

(3) Applications for renewal of licences should be submitted early during the last quarter of the year preceding that for which the renewal is desired, as all weapons for the possession of which renewed licences have not been issued by the 1st January must be deposited in the police station. Each application should be accompanied by the licence and may be sent either to the Collector direct or to one of the other officers mentioned in rule 2. Subordinate Magistrates and Police officers who may receive such applications should submit them at once without remark (unless some reason for refusing renewal is already known to them) to the Collector direct.

(4) Superintendents will issue instructions to their subordinates to report at once any information which may indicate that the renewal of any licence is undesirable. About the end of September in each year the Superintendent and Taluk Magistrates and in zamindari tracts Deputy Tahsildars and Sub-Magistrates will supply the Collector confidentially with any information which would appear to render the renewal of any existing licence inexpedient.

G.O. 512, Pub. (Pol.), 22 Oct. 1934.

(5) When a Collector grants, cancels or refuses to renew a licence, he will intimate the fact to the Station-house Officer concerned. The Station-house Officer should, on receipt of the intimation, report promptly to the Collector through the Superintendent the action taken in the case of a licence which has been cancelled or refused renewal.

Issue of licences

326. (1) Licences will be issued in printed form in the regional language or in English at the option of the licensee. If the Collector grants, renews, or declines to renew a licence, he should send the licence or order to the licensee either—

(*a*) through the post, service paid, the nature of the contents being clearly noted on the cover in the regional language, e.g., "licence for the possession of a gun"; or

(*b*) through the Taluk Magistrate, or the Deputy Tahsildar and Sub-Magistrate in zamindari tracts; or

(*c*) through the officer-in-charge of the nearest police station.

(2) If the Collector on an application for a new licence refuses to grant the licence, the order of refusal should be forwarded to the applicant through the Taluk Magistrate or Sub-Magistrate in zamindari tracts for the information of that officer. The reasons for refusal to grant or renew a licence shall be recorded by the licensing authority, but they shall not be communicated to the applicant.

(3) If the licence or order sent by post is returned through the Dead Letter Office, it should be sent out for delivery to the addressee through the local Taluk Magistrate or Deputy Tahsildar and Sub-Magistrate or the officer in charge of the nearest police station.

Ammunition—Possession—Scale of—Instructions to licensing authorities.

327. (1) In the absence of any special reason to the contrary licensing authorities have been authorized to adopt the following scales in the matter of fixing the maximum quantities of ammunition that can be possessed at any one time by the licensee :—

Short guns or ·22 bore or target rifles ..	No limit.
Revolvers	100 rounds each.
Rifles	200 rounds each.

(2) If any person proves that he needs more than 100 rounds for revolvers or 200 rounds for a rifle he should be given a licence for a larger number.

(3) The quantity of shot that may be possessed by a licensee need not be entered in the licence as under paragraph 6 of G.O. No. 1615, Judicial, dated 22nd November 1909, birdshot when possessed in quantities not exceeding 1 cwt. at any one time is exempt from the operation of the Indian Arms Act, 1878.

Retainers—Registration of.

328. The following instructions are issued for the guidance of Collectors and the Commissioner of Police in regard to the registration of retainers in Forms XVI and XX of the forms in Schedule VIII appended to the Indian Arms Rules, 1951. These instructions should be strictly observed.

(1) Retainers should be permitted only to those persons whose standing or circumstances are such that they may reasonably require retainers or servants to carry weapons in the ordinary course of duty.

(2) All applications for the inclusion of retainers in Forms XVI and XX must be dealt with by the Collector or the Commissioner of Police in person.

(3) No change shall be made in the names of retainers entered in a licence except under the signature of the Collector or the Commissioner of Police who granted the licence or his successor in office.

(4) When no retainers are licensed the fact should be clearly stated in cloumns (5) to (9) of Form XVI or columns (4) to (8) of Form XX, as the case may be.

Rules for the maintenance of Arms Licence Registers.

329. (1) All Collectors, and other Executive Magistrates (including Deputy Tahsildars) of the Revenue Department in zamindari tracts, and station-house officers will keep in Form A appended to these rules decennial registers of licences issued under the Arms Act in Form XVI to persons residing in the areas with which they are respectively concerned. In the office of the Collector, a separate register will be maintained for each taluk or duputy tahsildar. In each taluk register the entries will be arranged by police stations and villages, the villages within the limits of each police station being arranged in alphabetical or other convenient order. A page or more will be allotted to each vilage, as may be found necessary, no village being omitted although no licensee resides therein. Entries relating to hamlets will be placed under the parent village. The page numbers of each taluk register will be consecutive throughout the register. An index of villages arranged in alphabetical order will be placed at the beginning of each taluk register. The serial number of the licence will be a fraction of which the number of the page of the register in which it is registered in the numerator and the number of the line in the denominator, preceded or followed by a letter indicating the taluk (e.g., C. 26/5). The entries in the registers maintained in subordinate offices which will be supplied in the first instance from the Collector's office must, therefore, correspond exactly, page to page and line to line, with the entries in the register maintained in the Collector's office. The Collector will fix dates between the 1st and 15th January for the submission to him of each taluk register in his district. Necessary entries will be made in the Collector's office in these taluk registers relating to all licences renewed or the renewal of which has been refused for the year just begun. The taluk registers will be returned to the Sub-Magistrates with as little delay as practicable. In the second fortnight of the first month of every quarter each station-house officer will take or send his register to the Taluk or Deputy Tahsildar's office, as the case may be, have it checked with the register maintained in that office, corrected and brought up to date. All officers of the Police department of and above the rank of Inspector will inspect the police station register at every inspection of the station and see that it is properly maintained.

G.O. No. 4570, Home, 20 Sep. 1938.

(2) At the end of each register maintained in the office of a Collector or Taluk Magistrate or Deputy Tahsildar, an abstract will be made in Form B showing the number of

weapons of each kind licensed in the taluk or station. A fresh abstract will be opened at the beginning of each year by counting the licences already granted or renewed for the year by the 1st January. Whenever an alteration is made in the body of the register either by reason of the grant of a new licence or the cancellation of or refusal to renew an old licence, a corresponding entry will be made in column (1) of the abstract by quoting the register number of the licence preceded by a plus (+) sign in the case of a new licence and a minus (—) sign in the case of a cancellation of or refusal to renew a licence; the necessary entries in columns II, III and IV of the abstract will be made whenever it is desired to bring the abstract upto date and whenever a line in column I is complete, the net total should then be struck in column II of the abstract.

(3) At the close of each month the Collector will forward to his Subordinate Magistrate concerned lists of the licences granted, renewed, cancelled or the renewal of which he has refused during the month in the Forms C and D. Licences renewed for the year following that in which the lists in Form C are sent need not be shown in the lists. Licences the renewal of which is refused for the following year should be included in the lists in Form D, in order that action may be taken to see that the arm covered by the licence is not retained illegally by the licensee after the close of the year. If a licence is not renewed the Collector will state in the last column of the list in Form D the reason for non-renewal (such as the death of the licensee, the transfer of the weapon by sale, gift or otherwise, etc.) and should see that the weapon is not retained by any person who is neither exempted from the operation of the Indian Arms Act in respect of such weapon nor licensed to possess it.

(4) Not later than the 15th January of each year the Collector will forward to the Superintendent (in Form E appended) lists of licensees who have not applied before the 1st January for the renewal of their licences with the request that he will ascertain and report the causes of the omission whether the arms have been deposited in the police station, and whether the prosecution has been instituted in each case in which the arms were not duly deposited in the police station; a separate list will be sent for the villages in each police station. The lists should be returned to the Collector's office not later than the 15th March by the Superintendent with his report and recommendation whether the unrenewed licence should be renewed or not.

(5) When the taluk registers are submitted to the Collector under rule I, the Collector will have them compared with the register maintained in his office so far

as the entries relating to the previous year are concerned and corrected if necessary. Before the abstracts in the registers maintained by subordinate officers are compared with the abstract of the register maintained in the Collector's office, the figures in the latter should be verified by counting the outstanding entries in the body of the register. The Collector will include in his annual report brief remarks regarding the maintenance of these registers throughout his district. For this purpose the Superintendent will report annually not later than the 1st February to the Collector on the maintenance of the registers by station-house officers during the previous year.

(6) Registers for licences in Forms XIV and XVIII may be maintained in Forms A-1 and A-2, appended below. The forms will not be standardized and may be altered to suit local requirements. If Collectors find it convenient, in districts where licences in these forms are few, to enter them in the existing regiser A or in register A-3 referred to below, this may be done. For licences in Form XIX, to which the Government attach growing importance, a separate register in Form A-3 should be opened.

Register of Arms Act Licences.

G.O. No. 1005, Judl., 23 June 1905.

* **330.** (1) A register of licences granted under the Indian Arms Act, 1878, has to be maintained in every station.

To be checked monthly.

G.O. No. 4570, Home, 20 Sep. 1938.

(2) The Station Licence Register shall be taken to the Taluk or Deputy Tahsildar's office in the second fortnight of the first month of every quarter for check with the register maintained there and initialled by the Taluk clerk who keeps the register.

Register of fire arms forming part of equipment of officers.

G.O. No.159, Pub. (Pol.), 29 Mar. 1933 and G.O. No. 448, Pub. (Pol.), 26 Aug. 1933.

* **331.** (1) A register in Form No. 46 under the Indian Arms Act will be maintained in each District Police Office and in the offices of Deputy Inspectors-General of Police, Commandants, Malabar Special Police and Special Armed Police Unit, Commissioner of Police, Madras, and Principals of Police Training College and Police Recruits' Schools, in respect of all revolvers or pistols and of ammunition in the possession of gazetted or non-gazetted officers of the department whether supplied by Government or privately owned by them in the course of their duty. In the case of transfers of subordinate officers possessing private weapons, the particulars of weapons should be communicated by the Superintendent of Police

or other officers concerned to the Superintendent of the district or the officers of other units as the case may be to which they are transferred.

(2) Any change in this register consequent on the transfer of officers or the disposal of the weapons owned by them or purchase of new weapons should be reported to the Inspector-General quarterly for communication to the Collector, or the Commissioner of Police, Madras, as the case may be. For this purpose, changes in the register up to the end of a quarter should be consolidated in the prescribed form and communicated to the Inspector-General in duplicate so as to reach him by the 5th of the month succeeding each quarter i. e., 5th March, 5th June, 5th September and 5th December. The nature of the change should be briefly indicated in the remarks column against each item, e.g., 'New supply', 'New purchase,' 'Transfer to or from another place, etc.'

Production of pistols possessed by officers.

(3) The officers concerned should produce their pistols once a year, preferably in December, before the Deputy Commissioner of Police, Law and Order, in Madras City or the Revenue Divisional Officer in the mufassal for inspection. G.O. Ms. No. 203, Home, 18 Jan. 1956.

(4) In order that a proper description may be available in case of loss, the general description and district number of each firearm in the circle shall be recorded on the fly leaf of the Inspector's Register of Government property. Entries should be made in the following manner:—

"The muskets at Vellore station are muskets, ·410 bore numbers 20 to 35", "Inspector's revolver is Enfield Mark II No.   ", as the case may be.

(5) References to the Arsenal number or the manufacturer's number stamped on all firearms supplied by Government should be given in the following registers in which they are accounted for :—

(i) List of Government property in stations.
(ii) Inspector's register of Government property.
(iii) Distribution list of Government property.

Inspection of shops and premises licensed under the Arms and Explosives Acts.

***332.** (1) Government have laid down that every shop and premises licensed to sell arms and ammunition (i.e., licensed in Forms IX, X, XI or XII in Schedule VIII to the Indian Arms Rules, 1951) should be inspected once every half-year by the Subdivisional Police Officer in whose jurisdiction such shop and premises are situated. In the case of shops and premises G.O. No. 1453, Judl., 30 Sep. 1882. G.O. No. 448, Pub. (Pol.), 26 Aug. 1933. and

G.O. No. 4571, Home, 25 Oct. 1950.

situated in areas under the direct control of the Superintendent, such inspection should be conducted by the Superintendent himself. These inspections are to find out whether the room in which arms and ammunition are kept is reasonably safe. During the second inspection in each calendar year, the inspecting officer shall also examine the stock and accounts of receipts and sales of arms, ammunition and military stores and see whether all the conditions stipulated in the licence forms are observed. A report on the results of each inspection should be forwarded to the Collector in Form No. 53, those from the Subdivisional Police Officers being submitted through the Superintendent concerned.

G.O. No.448, Pub. (Pol.), 26 Aug. 1933.

(2) Government have ordered that Superintendents should report the result of the inspection of all licensed arms made by subordinate Police officers as laid down in Order No. 333 to their Collectors who will then take what steps they think fit with regard to the irregularities brought to notice.

(3) (*a*) Rule 106 of the Explosives Rules, 1940, confers on Police officers of rank not below that of Sub-Inspector certain powers of inspection, search and seizure and it is the desire of the Government that these officers should exercise in full their powers in connexion with licences issued under the rules. In respect of shops and premises licensed under the Explosives Act in Forms I, K, L and M in Schedule IV to the Explosives Rules, 1940, periodical inspections by the Police, once a quarter by Inspectors and once a year by the Superintendent of Police or the Subdivisional Officer, are obligatory. The inspection of shops and premises licensed to sell only country gunpowder, fuses and fireworks may, however, be carried out by Circle Inspectors.

G.Os. Nos. 2583, Judl., 23 Nov. 1914, 352, Judl., 5 July 1921 and 823, Judl., 1 May 1913.

(*b*) Shops and premises licensed for a period not exceeding four months need not be inspected by the Superintendent or Subdivisional Police Officer. Inspectors of Police are required to inspect such shops and premises once during the currency of the licence.

G.O. No. 127 Pub. (Pol.), 13 Mar. 1924.

(4) Government have ordered that any station-house officer who receives a report of the loss of any firearms should communicate the particulars of the case through the proper channel to the Collector of the district in which the licensee who lost the firearm resides.

Inspection of shops and premises dealing in arms and explosives and check of licensed firearms.

G.O. 217, Home, 18 Jan. 1951.

* 333. (1) Circle Inspectors of Police are required to inspect once a quarter the books, shops and premises and stocks of all licensed manufacturers and vendors of arms, ammunition

and military stores (i.e., licensed in Forms IX, X, XI and XII in Schedule VIII to the Indian Arms Rules, 1951, and in Forms I, K, L and M in Schedule IV to the Indian Explosives Rules, 1940), with a view to see whether the conditions mentioned in the licences are generally observed and send a report in Form No. 53 to the Collector through the Superintendent. In the case of match factories, where the Central Excise Officers are stationed, it will, however, be sufficient if during their quarterly inspections, Inspectors of Police see whether the conditions of the licence are generally observed, but once in every six months they should make a thorough inspection of such factories by a detailed examination of the stock and accounts to see whether all the conditions stipulated in the licence are strictly complied with. In addition surprise inspections should be undertaken by Circle Inspectors of Police as often as possible in order to ensure that the match factories are working properly and that the conditions mentioned in the licence are generally observed.

(2) (*a*) All licensed arms other than revolvers and pistols have to be inspected at the licensees' residences preferably by surprise visits of police officers of a rank not below that of an officer-in-charge of a Police station twice annually once in the first quarter after the renewal of licences and again in the third quarter just prior to the renewal season, inspections being meda simultaneously as far as possible. The result of the inspectoni by officers other than the Superintendent should be reported to the Superintendent. Superintendents should report the result of the inspections in the district to their respective Collectors.

(*b*) All licensed revolvers and pistols have to be inspected in the first quarter of each year by an officer not below the rank of Inspector of Police at the licensee's residences along with the check of other arms. The result of such inspections by officers other than the Superintendent should be reported to the Superintendent as in the case of arms other than revolvers and pistols. Superintendents should report the result of the inspection to the respective Collectors who will then take the necessary steps with regard to any irregularities brought to notice.

G.Os. 1453, Judl., 30 Sep. 1882 and 448, Pub. (Pol.) 26 Aug. 1933.

NOTE.—In the case of arms in the possession of licensees residing outside India, the Collector who has issued the licenses should be asked to require the licensees under rule 45 of the Indian Arms Rules, 1951, to produce their weapons before the Police in a convenient Police station.

G.Os. 2214, Home, 8 June 1937 and 2758, Home, 20July 1937.

(3) All shops and premises licensed to sell poisons under the Poisons Act, 1919, shall be inspected once a quarter by a Police officer not below the rank of a Sub-Inspector. The shops or premises, the stock and register of the licence holders shall be scrutinized with a view to find out whether the conditions of the licence are observed.

Deposit of arms.

G.O. 1447, Judl., 26 June 1915.

334. (1) Arms, the possession of which is unlawful owing to the cancellation or expiry of licence or otherwise, must be at once deposited in the nearest Police station. The arms so deposited should be shown in the "Register of Arms Deposited" —Form No. 54—and an accurate description of each arm, with the maker's name and number if given, and actual measurements if a country gun, should be given in column (3). The station-house officer is responsible for the safeguarding of all arms deposited in the station. The arms should be kept under lock and key.

(2) Arms in deposit in stations shall, if not returned or otherwise disposed of within one month from the date of their deposit, be removed to and lodged in the District Police Office stores. The station-house officer will send such arms with an extract from the "Register of Arms Deposited" in Form No. 55 (which is in duplicate with a trifoil for the station record). This form will be made out by carbon process. One copy will be retained in the District Police Office stores, and the other returned to the station-house officer as an acknowledgment. This acknowledgment should be pasted with the corresponding trifoil in the station, and the number allotted for each weapon in the District Police Office stores should be noted against the respective arms in the "Register of Arms Deposited"—Column (13)—Form No. 54—in the station.

G.O. Ms. No. 2435, Home, 16 Aug. 1954.

(3) Arms received at the District Police Office Stores have, after the expiration of two years from the date of their deposit, to be forfeited to Government. Such arms shall be shown in the "Register of Arms Deposited"—Form No. 54—under the supervision of the Reserve Inspector in charge of stores. An extract from this register shall be sent monthly in Form No. 56 (which is in duplicate with a trifoil for the District Police Office record), to the Collector for orders declaring the arms forfeit to Government. The Collector will return the duplicate of the extract with his orders, and on its receipt, the arms with the exception of the fire arms of prohibited bore, shall be sent to the Collector's office accompanied by the abovesaid duplicate of the extract. An acknowledgment shall be obtained on the extract for the arms so delivered from the Collector or some officer deputed on his behalf. Firearms of prohibited bore need not be sent to the Collector's office but will be retained in the District Police Office Stores.

G.O. 22, Judl., 1 Apr. 1921

(4) Inspecting officers should, during inspection, check all arms in deposit with the "Register of Arms Deposited" and see that an accurate description of every arms is entered in the register. They should report having done so in the inspection report.

Disposal of confiscated arms and ammunition.

335. The following rules have been issued by Government for the disposal of confiscated arms and ammunition.— G.Os. 632, Law (Judl.) 21 Mar. 1921 and 367, Pub. (Pol.), 18 July 1932.

(1) Arms, ammunition and stores which can be utilized by the Police or any other Government department may be retained or brought into use with the sanction of the State Government. Pistols, revolvers, rifles and muskets of the prohibited bores which may thus be acquired, may be loaned to Government servants, who are authorized to keep them as part of their equipment or who by the nature of their duties require the protection of a weapon. These should not, however, be allowed to become the property of the persons to whom they are issued.

(2) Arms, ammunition and stores, not so retained, shall be disposed of in the following manner :—

(*a*) All revolvers, pistols, rifles and ammunition of prohibited bore shall be sent to the appropriate arsenal for disposal.

(*b*) Arms and ammunition of non-prohibited bore should be sold in public auction. Government servants may also bid in the public auction.

(*c*) Arms not disposed of under (*b*) shall be sent to the appropriate arsenal for disposal. G.Os. 586, Pub. (Pol.), 29 Nov. 1934 and 49, Pub. (Pol.), 24 Jan. 1935.

(3) An acknowledgment should be obtained from the officer-in-charge of the arsenal concerned of the receipt of arms and ammunition sent to him under Rule (2) above and, in due course, a certificate that the said arms and ammunition have been either destroyed or taken into ordnance stock.

NOTE.—The expression "Stores" in these rules means "Military Stores" as defined in section 4 of the Indian Arms Act, 1878.

(4) The Inspector-General for the whole State and the Collector for the district concerned have been empowered by Government to deal with cases of transfer to the Police department of confiscated arms, ammunition and stores in the State.

NOTE.—Procedure for the loaning of confiscated weapons of prohibited bore and the sale of other weapons in public auction is embodied in the Office Manual.

Accidents in connexion with explosives and inflammable oils—Report to Chief Inspector of Explosives in India, Calcutta.

336. (1) On the occurrence of any accident of the nature referred to in section 8 of the Indian Explosives Act, 1884, or Section 27 of the Petroleum Act, 1934, the Station-house Officer should immediately report full particulars of the accident to the Superintendent who will then expeditiously convey G.Os. 1178, Home, 19 Mar. 1937. Ms. 4190, Home 20 Nov. 1945.

the facts direct to the Chief Inspector of Explosives in India at Central Secretariat Buildings, North Block, New Delhi, with a simultaneous copy to the Inspector of Explosives, South Circle, 2/29-D, Mount Road, Madras. A report should also be sent to the Collector concerned and to the Inspector-General of Police, Madras.

G.O. Ms. 1432, Home, 15 May 1954.

(2) If the accident involves any loss of life or is on a large scale, the Station house Officer should send an urgent telegraphic report of the facts direct to the Chief Inspector of Explosives, New Delhi, whose telegraphic address is 'Explosives, New Delhi,' to the Superintendent of Police and to the Inspector of Explosives, South Circle, 2/29-D, Mount Road, Madras—Telegraphic address "Ins.-South, Madras." The Superintendent of Police will then send an immediate report of the facts to the Collector concerned and to the Inspector-General of Police, Madras. The telegraphic report is to be in addition to the report prescribed in the previous paragraph which should be sent in all cases.

G.O. Ms. 1432, Home, 15 May 1954.

(3) In the case of a serious accident, all wreckage and debris should, if practicable, be left in position under guard and not removed until information is received from the Chief Inspector of Explosives that he does not wish any further investigation or enquiry to be made.

(4) All exhibits and substances suspected to be explosives or connected with an explosion not involving the death or grievous hurt to any person or persons, or serious damage to property should be sent to the Inspector of Explosives, South Circle, No. 2/29-D, Mount Road, Madras, with a copy of the report that is to be sent to the Chief Inspector of Explosives, New Delhi.

In the case of explosions involving the death or grievous hurt to any person or persons, or serious damage to property, the Police will not handle or remove any exhibits or substances suspected to be explosives or connected with the explosion. Such exhibits and substances will be handled only by the Inspector of Explosives, on his arrival for investigation of the explosion. The Police should not send any such samples for examination, but only a copy of the report sent to the Chief Inspector of Explosives, New Delhi, should be sent to him.

G.O. Ms. 1962, Home, 17 June 195[illegible].

Bombs.

(5) (i) In cases involving prosecution of persons for illegal possession of unexploded military grenade, mortar bomb, etc., the Inspector of Explosives, South Circle, Madras, should be informed by wire, and his arrival awaited. If the bomb, etc., has exploded and it is desired to prosecute a surviving

person, the Inspector of Explosives, South Circle, Madras, and the Chief Inspector of Explosives in India should be informed by wire in accordance with the instructions contained in paragraph (2) above. In other cases, the remnants of the exploded bombs, etc., should be sent to the Inspector of Explosives, South Circle, Madras.

(ii) In forwarding articles suspected to be of an explosive nature, special precautions should be taken to avoid risk of their exploding in transit or when unpacked. The usual type of bomb used in Madras is quite safe to handle if thoroughly wetted, but very dangerous if dry. Anything of the nature of a live bomb should therefore be thoroughly wetted with water, packed in such a way that it will not dry in transit and sent through a messanger, and not by railway parcel or post, to the Inspector of Explosives, South Circle, Madras.

FORM A-1

Village—————

Register number, Page/Line number.	Residence of licensee (hamlet).	Name. Of licensee.	Name. Of his father.	Nature and description of the arm.	Number of arms.	Maximum to be possessed at any one time.	Maximum purchasable during the year.
(1)	(2)	(3)	(4)	(5)	(6)	(7-*a*)	(7-b)

Register number. Page/Line number.	Residence of licensee (hamlet).	Date of renewal, grant, cancellation or order refusing renewal of licence for the year. 19	19	19	19	19	19	19	19	19	19	Remarks showing disposal of weapon if licence is not renewed.
		(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

NOTE.—In column (5), R. = Rifle, G. = Smooth-bore gun, M. = Magazine, D.B. = Double-barrelled, S.B. = Single barrelled, B.L. = Breech-loading, M.L. = Muzzle-loading percussion cap ma.L. = Match lock, F.L. = Flint-lock, Re. = Revolver, P. = Pistol. B = Bayonet, S. = Sword D, = Dagger.

FORM A-1.

Police station—————— *Village*——————

		Name.		Arms, ammunition or military stores covered by licence.						Date of grant or renewal.					
Register Page number / Line number.	Residence of the licensee (hamlet).	Of licensee.	Of his father.	Description.	Quantity.	Maximum to be possessed at any one time.	Maximum purchasable during the year.	Place (with description) where articles are to be kept.	Period for which the licence is valid.	19 .	19 .	19 .	19 .	19 .	When licence cancelled or not renewed, disposal number and date of District Collector's order and disposal of weapon.
(1)	(2)	(3)	(4)	(5)	(6)	(6-*a*)	(6-*b*)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

NOTE.—Separate entries in columns 6 (*a*) and 6 (b) should be made only in respect of ammunition, a single entry across both columns being made in all other cases.

FORM A-2.

Police station—————— *Village*——————

		Name.		Arms, or ammunition covered by licence.						Period for which the licence is valid.		Production of weapon and the licence before Magistrate.		
Register Page number / Line number.	Residence of the licensee (hamlet).	Of licensee.	Of his father.	Description.	Quantity.	Maximum to be possessed at any one time.	Maximum purchasable during the year.	Place or tract within which licence is valid.	Specification of the wild beasts which may be destroyed under the licence.	From	To	Date of production.	Designation of the Magistrate before whom produced.	When licence cancelled or not renewed, disposal number and date of District Collector's and disposal of weapon.
(1)	(2)	(3)	(4)	(5)	(6)	(6-*a*)	(6-*b*)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

NOTE.—Separate entries in column 6 (a) and 6 (b) should be made only in respect of ammunition a single entry across both columns being made in all other cases.

FORM A-3.

Police Station—————— *Village*——————

Register $\frac{\text{Page number.}}{\text{Line number.}}$	Residence of licensee (hamlet).	Name. Of licensee.	Name. Of his father.	Name and description of any member of the licensee's family or servant, residing with him and employed to watch crops or cattle, on whom also the arms covered by this licence may be used.	Arms or Ammunition covered by licence. Description.	Arms or Ammunition covered by licence. Quantity.	Arms or Ammunition covered by licence. Maximum to be possessed at one time.	Arms or Ammunition covered by licence. Maximum purchasable during the year.	Place or tract within which the licence is valid.	Period for which the licence is valid. From	Period for which the licence is valid. To	When license cancelled or not renewed, disposal number and date of District Collector's order and disposal of weapon.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(7-*a*)	(7-*b*)	(8)	(9)	(10)	(11)

NOTE.—Separate entries in columns 7 (*a*) and 7 (*b*) shall be made only in respect of ammunition, a single entry across both columns, being made in all other cases.

FORM B.

Abstract of the number of weapons of the several kinds.

NOTE.—D.B. = Double-barrelled. S.B. = Single barralled. B.L. = Breech-loading. M.L. = Muzzle-loading percussion cap.

I	II													
	Granted.													
	Rifled Arms.			Smooth-bore Guns.										
Details showing the page number and line number of every new licence granted and old licence cancelled.	Magazine.	Double-barrelled.	Single-barrelled.	D.B.B.L.	S.B.B.L.	D.B.M.L.	S.B.M.L.	Match-locks.	Flint-locks.	Revolvers.	Pistols.	Bayonets.	Swords.	Daggers.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

III														IV
Cancelled.														
Rifled Arms.			Smooth-bore Guns.											
Magazine.	Double-barrelled.	Single-barrelled.	D.B.B.L.	S.B.B.L.	D.B.M.L.	S.B.M.L.	Match-locks.	Flint-locks.	Revolvers.	Pistols.	Bayonets.	Swords.	Daggers.	Date and initials of the Magisterial Head Clerk.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

FORM C.

Proceeding of the Collector of *dated*

No. *of* 19 .

The District Collector of has been pleased to grant licences for the year 19 19 , under the Indian Arms Act to the following individuals residing in the {Taluk / Deputy Tahsildari} of for the weapons specified against their names.

2. The {Taluk / Sub-} Magistrate of

is requested to cause the necessary entries to be made in his copy of the registers of licences under the Indian Arms Act, The number and date of this order should also be entered in red ink in the appropriate column under the heading "Date of renewal, grant, cancellation or order refusing renewal".

Page number. (1)	Line number. (2)	Village and hamlet. (3)	Licensees' name. (4)	Father's name. (5)	Nature of the arm. (6)	Number of arms. (7)	Police station and division. (8)

NOTE.—(1) The entries in columns (3), (4), (5), (6) and (7) above should be neatly copied in the appropriate column of the licence register on the page specified in column (1) and in the line noted in column (2).

(2) In column (6), R. = Rifle. G. = Smooth-bore gun. M. = Magazine. D.B. = Double barrelled. S.B. = Single-barrelled. B.L. = Breech-loading. M.L. = Muzzle-loading percussion cap. Ma.L. = Match-lock. F.L. = Flint-lock. Re. = Revolver, P. = Pistol. B. = Bayonet. S. = Sword. D. = Dagger.

FORM D.

Proceedings of the District Collector of , *dated* , No. *of* 19 .

The District Collector of has cancelled or refused to renew for the year 19 -19 the licences issued under the Indian Arms Act to the following individuals residing in the {Taluk / Deputy Tahsildari} of for the weapons

2. The {Taluk / Sub-} Magistrate of is requested to cause the word "cancelled" to be neatly written in red ink in the registers of licences issued against each licence mentioned below immediately after the last "Renewal" entry. The entry in remarks column below should also be noted after the word cancelled with the number and date of this proceedings. * A red ink line should also be drawn through the entries in the register relating to the licence.

Page number. (1)	Line number. (2)	Village and hamlet. (3)	Licensee's name. (4)	Father's name. (5)	Nature of the arm. (6)	Number of arms. (7)	Police station and division. (8)	Remarks (reason for cancellation and disposal of weapon). (9)

* E.g.—"Cancelled—*Died*, L.C. Dis. No. 1-1904 "; "Cancelled—*weapon sold* L.C. Dis. No. 2-1904"; "Cancelled—*unrenewed*, L.C. Dis. No. 3-1904", etc.

NOTE.—In column (6), R.=Rifle. G.= Smooth-boregun. M.=Magazine. D.B. = Double-barrelled. S.B. = Single barrelled. B.L. = Breech-loading. M.L. = Match loading percussion cap. Ma. L = Match lock. F.L. = Flint-lock. Re. = Revolver, P. = Pistol. Br = Bayonet S. = Sword. D. = Dagger.

FORM E.

List of persons who have not applied for the renewal of their licences in division, taluk district, for the year 19 on or before the 1st January 19 .

Name of the village and hamlet, if any.	Number and name of licensee who has not renewed his licence.	Father's name.	Nature of arm.	Number of arms.	Police Inspector's report as to the cause of omission of renewal of licence in each case.	Remarks.	Order of District Collector.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

NOTE.—In column (4), R. = Rifle. G. = Smooth-bore gun. M.= Magazine. D.B. = Double-barrelled. S.B. = Single-barrelled. B.L. = Breech-loading. M.L. = Muzzle-loading percussion cap. Ma. L. = Match-lock. F.L. = Flint-lock. Re. = Revolver. P. = Pistol. B. = Bayonet. S. = Sword. D.= Dagger.

CHAPTER XIX.

GUARDS.

Rules for standing guards.

*337. For all standing guards, printed orders in English and the regional language shall be hung up in the guard-room. These orders shall contain instructions on the following points :—

(1) The strength of the guard.

(2) The number of muskets and the quantity of ammunition.

(3) The number of men to be present during the day and during the night.

(4) (a) The number of sentries required to be posted during the day and during the night, specifying their exact position, the extent of their beats and their duties and responsibilities.

(*b*) The exact position and the duty and responsibility of each member of the guard, on the guard turning out during night.

(5) The arms to be carried by sentries by day and night.

(6) The periods of sentry-go.

(7) The posting and relief of sentries.

(8) The maintenance of a Sentry Relief Book.

(9) The premises and articles for which the sentry is responsible.

(10) The duties of the officer-in-charge.

(11) An instruction to report immediately to the Station-house officer any important occurrence.

(12) The inspection of the guard by the Station-house officer and Inspector.

(13) A warning that neglect of guard duty will be severely punished.

General instructions as to guards.

* **338.** (1) Day duty runs from 6 a.m. to 6 p.m. and night duty from 6 p.m. to 6 a.m. G.O. 241, Judicial, 4 Feb. 1913.

(2) The period of sentry-go is ordinarily three hours in all guards, except the Huzur Treasury guard, in which it is two hours.

(3) During the day, sentries may leave the guard as soon as relieved, for a period equal to the duration of their sentry-go.

(4) In treasury and sub-jail guards, the watch from 3 p.m. to 6 p.m. shall be performed by the guard officer and the sentry alone, provided that, in the event of there being prisoners in the sub-jail, a sufficient guard is detailed to take charge of them when outside the sub-jail. The rest of the guard shall be permitted to be absent during these hours returning at 6 p.m. After the sentry's relief at 6 p.m. the guard officer and the men on duty between 3 and 6 p.m. may be absent until 9 p.m., provided that during their absence there are, besides the sentry who goes on duty at 6 p.m., the third day sentry who returns after availing off-duty from 3 to 6 p.m. and the officer-in-charge of the guard who may be the station-writer. The sentry on duty from 6 p.m. to 9 p.m. shall be allowed to be off-duty for an hour from 9 p.m. to 10 p.m. to enable him to have his food.

(5) (*a*) Sentries shall be posted by guard officer. At each relief, the guard officer shall go round the premises with the sentry on duty and the relieving sentry and examine them G.O. 3036, Home, 29 Apr. 1946

thoroughly, noting whether seals are correct and prisoners present. A note of anything wrong shall be made at once in the Sentry Relief Book. During nights, the sentry on duty is responsible for waking the guard officer 5 minutes before he is due to be relieved, for the latter to mount the next sentry.

(*b*) The officer-in-charge of the guard, except when he is on the duty mentioned in clause (6), must be present with the guard constables when the prisoners are taken out of the sub-jail for the purposes mentioned in Order No. 339 and he and the guard constables will be jointly and severally responsible for the custody of the prisoners taken out.

G.O. 5059, Home, 27 Nov. 1950.

(*c*) In order to ensure that the prisoners have nothing on them except their clothes, their persons must be searched every time before they are put into their cells after being taken out and the officer-in-charge of the guard shall, on every such occasion, make an entry in the Sentry Relief Book that the prisoners were searched and that no contraband article, weapon, or other article likely to facilitate escape is left with them.

(6) (*a*) The officer-in-charge of a treasury guard shall be present every evening when the treasury is closed, and every morning when it is opened, and examine the seals. The private seal of the Treasury officer should be affixed to the outside of the treasury door in addition to the official seal and this seal should not be broken except by that officer's orders.

G.O. 331 Pub. (Ser.), 28 Feb. 1930, and G.O. 478 Pub. (Pol.), 26 Aug. 1930.

(*b*) The officer-in-charge of Treasury guards should also receive, for safe custody when delivered, the sealed bag containing the keys of the record rooms of the respective treasuries and those of the ordinary record rooms, if any, and sign in the appropriate columns of the register maintained by the Revenue Department for the purpose.

(7) A Sentry Relief Book in Form No. 57 shall be maintained.

G.O. 525, Home, 11 May 1936.

(8) During spells of sentry-go, five rounds of buckshot shall be in charge of the sentry and kept in his pouch. The remainder of the ammunition shall be kept under the lock and key by the guard officer.

(9) The men of the guard shall be told off for duty for the next twenty-four hours by the guard officer at 6 a.m. when the Duty Roster in Form No. 58 will be filled up. When a constable is sick, or absent, at the time of his turn of duty, another constable shall be appointed, a note being made on the reverse of the form.

(10) The absence without leave of any member of the guard or neglect of duty by the sentry shall be immediately entered in the Sentry Relief Book by the guard officer.

(11) The guard officer shall send every morning to the station-house officer the Guard Duty Roster in Form No. 59. On the reverse of this form should be noted the number of prisoners in the case of sub-jail guards, the number of seals in the case of treasury guards and other particulars of remarks, if any, as well as the remarks of the visiting officers. This report will be sent with the General Diary. G.O. Ms. 979, Home, 6 May 1943.

Rules for sub-jail guards. G.O. 2982, Home, 30 Oct. 1936.

(12) The guard officer shall be off-duty from 6 p.m. on the night of Monday, Thursday and Saturday until 6 a.m., next day, and from 12 noon to 6 p.m., on Sunday, Tuesday, Wednesday and Friday. Another head constable, naik or lance naik or a constable will be appointed to relieve him.

(13) The guard shall sleep in uniform near their arms at night and be ready to turn out at a moment's notice. They shall turn out at night, for inspection of any police officer going on rounds.

(14) The men of the guard shall be changed every Sunday morning.

(15) (*a*) (i) During the day sentries will warn the guard to turn out on the approach of the officer entitled to the compliment. Guards will turn out and present arms on every occasion to the Inspector-General of Police. Guards will act in a similar manner once a day on their first appearance to the following officers :—

District and Sessions Judges, Magistrates of the First Class, Gazetted Officers of Police and in Military Stations, the Officer Commanding the Cantonment and the Cantonment Magistrate.

(ii) On other occasions the guard will not be turned out but the sentry will present arms to gazetted officers and salute officers of lower rank.

(*b*) At small sub-jails and treasuries, where, as a rule, there will probably be only one other man of the guard present, the sentry in the day time will " not turn out " the guard on the arrival of an officer entitled to the compliment, but will present arms or salute according to the status of the officer.

(16) The lantern in the guard premises shall be so placed that its light may be diffused only in the main approach to the premises and at the same time will not enable any undesirable person or persons to easily spot out the sentry and attack him.

339. The duties of the Police guard in a subsidiary jail are defined in the Madras Sub-Jail Manual as under :—

Sections 47 to 49 of the Sub-Jail Manual.

"47. During nights and whenever during the day, the warder is absent from the Subsidiary Jail for the purpose of taking his food, etc., the keys of sub-jail shall be in charge of the senior peon of the Revenue Department on duty and the senior Police Officer of the Sub-Jail guard shall be informed of the person who has charge of the keys. For this purpose a register (Form No. 8-a) shall be maintained in the sub-jail in which shall be obtained the signature of the warder, the senior Revenue peon on duty and the senior officer of the Police guard on duty, the last that he may know in a case of emergency where the keys are kept. The register shall also show the exact time of delivery of the keys by the warder to the Revenue peon and *vice versa*. If during the day time no Revenue peon is available to take charge of the keys during the temporary absence of the warder, the keys may be handed over to the senior clerk on duty of the Sub-Jail Superintendent's office and his signature shall be obtained in register 8-a.

"48. The guarding of Subsidiary Jails and the prisoners therein shall be carried out by the Police and the Police guard shall be responsible for the safe custody of the prisoners both while the prisoners are in the wards and while they are removed for labour to the cook-house, latrine, etc.

"48-A. When a long-term convict or notorious criminal is confined temporarily in a sub-jail while under trial or otherwise, the following special precautions shall be adopted :—

(a) A special guard consisting of three police constables shall be engaged to maintain a strict watch over such prisoner by night and day and such prisoner shall be locked up in a separate cell, if available ;

(b) the ward in which the prisoner is confined shall be regularly searched at short intervals, and when a separate cell is provided, the special guard shall allow no one to approach the cell, except the jail officials, the person deputed to give the prisoner his food, the scavenger, or other person specially authorized by the Superintendent in writing ;

(c) to enable the guard to watch the prisoner by night, a lantern shall be so placed as to throw a good light into the ward or cell. The key of the door of the ward or cell shall be kept by the officer in charge of the special guard;

(d) the prisoner shall not be detained in a sub-jail for a longer period than is actually necessary, and both the Superintendent of the sub-jail and the senior Police officer in charge will be held severally responsible for the safety of the prisoner ;

(e) in the case of a long term convict who is confined in a sub-jail under the Prisoners' Testimony Act, or who halts at a sub-jail *en route* to a Central or District Jail, the further precaution of imposing fetters should be observed. The fetters should ordinarily be removed during the prisoner's actual appearance in court, unless, in the case of an exceptionally dangerous or violent prisoner it is deemed unsafe to remove them.

"49. The Police shall not interfere in the matter of jail economy. Their duties shall be limited to guarding prisoners and to giving assistance in case of refractory behaviour on the part of the prisoners."

Custody of an approver.

* **340.** An undertrial prisoner who has been admitted as an approver by a Court shall be kept separate at all times from the other prisoners in the same case, and all communication between them must be prevented.

Guarding prisoners.

* **341.** Constables guarding a gang of prisoners should remain at a sufficient distance to enable them to use their arms in the case of a rush.

Attempt of prisoners to escape.

* **342.** When prisoners attempt to escape, the Police must use all means in their power to prevent them, but will not be justified in causing death, except in the exercise of self defence, when attacked, or when the escaping prisoner is an individual accused of an offence punishable with death or transportation for life. G.O. 452, Judl., 16 Feb. 1883.

Guards for other departments.

343. When applications are made by other departments for guards for emergent purposes, the Superintendent should use his discretion as to supplying them in anticipation of the Inspector-General's sanction. G.O. 1839, Finance, 9 August 1884.

Police Guard for prisoners temporarily for treatment in Civil Hospitals.

344. In the case of prisoners of a dangerous type, who are temporarily released and sent to Civil Hospital for medical treatment, a regular Police guard shall be arranged for by the Superintendent. G.O. 1525, Law (Genl.), 16 May 1934.

Guards for Public Works Department Officers.

345. When a Chief Engineer considers that a guard is necessary for property in the charge of Public Works Officers when on tour or in camp, such guards shall be supplied by the Superintendent free of charge on application from an Executive Engineer.

Private Guards.

346. (1) Police guards applied for by private parties under section 13 of the Madras District Police Act, 1859 (XXIV of 1859), will be supplied on the sanction of the Deputy Inspector-General of Police and those under section 14 of the same Act on the sanction of the Inspector-General of Police.

(2) If a private guard is provided by the Superintendent in anticipation of the sanction of the Inspector-General of Police or the Deputy Inspector-General of Police as the case may be, care must be taken to see that the strength of the guard is equal to the work demanded of it. A guard for duty throughout the day and night should never consist of less than four men.

CHAPTER XX.

ESCORTS AND ORDERLIES.

Escorts—General Rules.

* **347.** (1) Escorts by road should report themselves at all police stations through which they pass.

(2) Escorts must return in a body in the charge of their officer.

(3) Escorts coming to Madras should report at the office of the Commissioner of Police. They may deposit their arms and kits in the Flower Bazaar Police station or the Wallajah Road Police station.

Escorts of treasure by road.

* **348.** Police treasure escorts should travel by night on roads where night travelling is usual, but should refuse to allow transhipment of treasure after dark.

Strength of treasure escorts by road and rail.

*349. (1) (*a*) The following scale of the strength of escorts for treasure by road is given as a general rule, to be varied as local experience may prove an increase or decrease necessary :—

	Head Constables.	*Constables.*
Sums not exceeding Rs. 2,000	1	2
Sums over Rs. 2,000 but not exceeding Rs. 6,000.	1	3
Sums over Rs. 6,000 but not exceeding Rs. 10,000.	1	4
Sums over Rs. 10,000 but not exceeding Rs. 20,000.	1	6
Sums over Rs. 20,000 but not exceeding Rs. 50, 000.	2	10
Sums over Rs. 50,000 but not exceeding Rs. 1,00,000.	2	12
Sums over Rs. 1,00,000	2	15

(*b*) When the value of the remittance exceeds a lakh but does not exceed five lakhs, an officer not below the rank of Sub-Inspector or Sergeant should be sent in charge of the escort. If the value exceeds five lakhs, a Reserve Inspector or Inspector should invariably be sent.

(2) Escorts on the above scale will rarely be required for remittances by rail, but timely notice must be sent to the Superintendent of the district of destination to provide men sufficient to strengthen the escort for any road journey to be performed after alighting from the train. In Madras, the Commissioner of Police will supplement escorts. A Reserve Inspector, Inspector, Sergeant or head constable, as the case may be, and two constables for each wagon will ordinarily suffice for escorts by rail, unless the escort has also to return with treasure, in which case the strength will be one head constable, naik or lance naik and six constables in addition to the officer-in-charge.

(3) (*a*) Treasure escorted by the Police between places where bus services are regular, continuous and reliable and where there is no railway connexion may be conveyed by motor bus provided the Police officer concerned considers it safe to do so. The following is the scale of the strength of escorts for treasure in one motor bus by day :— G.O. 639, Pub. (Pol.), 9 Dec. 1929.

		Head Constables.	*Constables.*
Sums not exceeding	Rs. 50,000	1	2
Do.	Rs. 1,00,000	1	3
Sums exceeding	Rs. 1,00,000	1 †	4†

† With a Sergeant or Sub-Inspector-in-charge.

For sums exceeding Rs. 5,00,000 a Reserve Inspector or Inspector should be in charge.

(*b*) As laid down in paragraph (1) above the scale is a general one and should be increased when considered necessary, e.g., by night by 50 per cent. Each man of the escort should carry firearms.

Treasure packed in boxes escorted within the district.

G.O. 188, Rev., 15 Mar. 1899

***350.** When money is remitted within the district in locked boxes, the Police escort should grant a receipt in terms of bags and not of boxes. The bags need not be weighed in the presence of the escort, as this precaution affords practically no additional check of the sealing of the bags is properly attended to. It will be sufficient if the escort officer examines the seals and counts the bags as they are put into the box. The bags being inside the box the seals upon them are protected and may be expected to reach their destination intact. Where steel yards are supplied, the loaded boxes have to be weighed in the presence of the escort as an additional precaution.

G.O. 3314, Home, 24 Nov. 1936.

***351.** The following instructions based on those contained in the Resource Manual are issued for the guidance of officers-in-charge of treasure escorts :—

Receipts and delivery of Treasure—Duties of officer in charge of escort.

(1) (*a*) The escorts are solely and entirely responsible for the safe transit of the treasure boxes, and for handing over the boxes in the condition in which they received them.

(*b*) The escort officer shall see the boxes of notes and coin weighed, or in the case of chests or carts containing bags of coin shall count the number of bags. He shall satisfy himself that each box, chest or cart is properly fastened and secure before he takes charge of it. He should refuse to take charge of treasure insecurely packed reporting the reasons for so doing to his superiors.

(*c*) He will, if he is satisfied, sign the receipt at the foot of each copy of the invoice for " . . . bags packed in . . . . carts, or . . . . boxes of marks and weight detailed above said to contain . . . . . . coin and notes to the value of Rs. . . . . . .," the blanks will be filled up in words and, if the escort officer be ignorant of English he will be required to write the numbers of the bags or boxes which he has received, in the regional language on the copy of the invoice to be retained by the Treasury Officer.

(*d*) When the escort officer is relieved in the course of the journey, he will obtain a receipt for " . . . . . . carts in good order said to contain . . . . . coin to the value of Rs. . . . . in . . . bags" or for " . . . . boxes (or sealed wagons), in good order, said to contain. . . . .coin and-or notes to the value of Rs. . . . . " When the remittance reaches the addressee the latter will count the bags and weigh the boxes, and give a receipt for " . . . . bags said to contain . . . . coin to the value of Rs. . . . . . ", or for " . . . . boxes of marks and weights detailed in the invoice said to contain . . . . coin and/or notes to the value of Rs. . . . . ". If any box be of short weight or shows signs of having been tampered with, it should be opened in the presence of the escort officer otherwise he should be allowed to return at once.

Escort of treasure by rail.

(2) (*a*) Before the treasure is loaded in a van, the officer in charge of the escort shall examine the van and see that it is secure in every way. If any defects are found, he shall immediately bring the matter to the notice of the railway station-master and, if they are not remedied or another secure van is not provided, he shall decline to load the treasure reporting the grounds therefor to his superiors.

(*b*) Police guards escorting treasure to the railway station and protecting the loading, and guards escorting treasure by rail should be of the strengths laid down in order No. 349.

(*c*) The treasure must be deposited in the van in the presence of the whole guard, after which the van shall be locked on both sides. The guard will be furnished with an extra padlock of good quality for each door to be used in addition to any lock furnished by the railway. If the wagon be secured by double locks, one key shall be held by the shroff and the other by the escort officer. If there be only one lock, the key shall be held by the shroff but the escort officer is responsible for not allowing the wagon to be opened before arrival at destination save in the case of a breakdown, when the treasure must be moved to another wagon in his presence. In the case of remittances sent without shroffs single locks shall be used and the keys entrusted to the escort officer in a sealed cover which he should not open except when absolutely necessary in the case of breakdown. If a breakdown separates treasure loaded in more wagons than one, the officer-in-charge shall divide his guard and make adequate arrangements to guard each part of the convoy attaching himself to the part where risk seems greatest.

(*d*) If for any reason a box is smashed in transit, the contents should immediately be shroffed under the close surveillance of the escort by the shroff if he is present, otherwise by the officer in charge of the escort and the contents carefully recorded on the invoice.

(*e*) During the railway journey the escort will be accommodated in a brake van attached to the treasure van if the remittance is carried by goods train, or in the end compartment of the third-class carriage nearest to the van carrying the treasure. In the latter case the officer in charge of the escort may travel in the nearest second or intermediate-class carriage adjacent to the treasure van. Neither door of the compartment occupied by the escort should be locked.

(*f*) When a wagon containing treasure is detached from the train for any reason, the stationmaster or the guard in-charge of the train will warn the police-guard in charge of the treasure, in order that necessary arrangements may be made to guard it.

G.O. No 3650 Home, 20 Nov. 1946.

(*g*) The officer-in-charge of the guard shall, if he so requests, be provided with a lantern which will burn all night. He shall cause a sentry to alight at every alternate stopping place and ascertain that the locks have not been tampered with. At every important railway station and at other stations where the train stops for any length of time, a constable sentry shall be posted on the platform close to the treasure wagon or van. If there be several such wagons it will suffice to post two sentries, one at each end of the wagons. The officer posting the sentries shall at the time examine the wagon or wagons, or van or vans, carefully with the aid of a lantern if necessary and verify that everything is secure.

(*h*) As the guard is required to be constantly on duty, it should be relieved at suitable stations at intervals of about 12 hours. As far as possible relieving stations should be at district headquarters. The most convenient course in regard to this should be adopted in each case and due notice for relief of escorts given to the officers concerned as required in clause (3) (*b*) of this order and in Order No. 354 (1).

[NOTE (1).—Order No. 354 (2) shall be followed as regards the relief of inter-State escorts.]

[NOTE (2).—This order does not apply to treasure escorts from the Madras City which are governed by Police Standing Order No. 353.]

(*i*) An officer in charge of a relieving guard shall see that the numbers of the wagons agree with those given in the blank receipt, in the form given in clause (*j*) below, tendered for his signature, that the locks and all openings or ventilators are secure, that the seals are unbroken and bear no signs of

having been tampered with and that the locked doors of the van cannot be opened. If the seals on a wagon are broken or bear signs of being tampered with, or, if a wagon has not been sealed it is the duty of the escort officer to insist on the wagon being opened and the number of boxes counted before he gives a receipt for the consignment. In such cases, the fact of the wagon having been opened and the number of boxes counted should be endorsed on the receipt.

(*j*) The officer in charge of the escort will, on delivering the boxes at the treasury to which they are addressed, obtain a receipt for ". . . . bags said to contain coin to the value of Rs. . . . . " or, for ". . . . . . boxes with marks and weights detailed in the invoice said to contain coin and or notes to the value of Rs. . . . . ". If any box be of short-weight or shows signs of having been tampered with, it should be opened in the presence of the escort officer; otherwise, he should be allowed to return at once. The form of receipt to be used by a relieving guard should run thus :—

"Received charge from . . . . Police officer of. . . . . district of railway wagon No. . . . . . . said to contain . . . . boxes aggregating Rs. . . . . . . wagon No. . . . . . . said to contain . . . . . . boxes aggregating Rs. . . . . (and so on). The wagons were duly locked and sealed, and one key for each made over; . . . . receipts to be given by other relieving guards are also acknowledged. The number and contents of each wagon should be detailed in case of a breakdown."

(*k*) Whenever any breach of these orders occurs, the officer in charge of the guard must insist on the treasure van being detached from the train, and should immediately telegraph the facts to the remitting officer, to his own departmental superior, and to the Traffic Manager of the Railway.

Instructions to be given to escort officer.

(3) (*a*) The attention of the officer in charge of the escort shall be drawn by the Treasury officer despatching the consignment to the memorandum of instructions on the subject. G.O. Ms. 3650, Home, 20 Nov. 1946.

The Treasury officer jointly with the Police officer who is to travel in charge, shall superintend personally or by substitute the loading of the vans, and shall hand to the Police officer a memorandum of instructions, as shown below, in English and in the Regional language and as many blank receipts as there will be reliefs. The Treasury officer shall take a receipt for these documents. The memorandum of instructions shall be handed over on relief to the relieving officer. G.O. Ms. 2362, Home, 10 June 1949.

Memorandum of instructions to be given to the Police officer in charge of a remittance by rail.

INSTRUCTIONS.

1. The Police officer taking charge of a treasure guard travelling by rail will not see the treasure packed at the treasury; but he will see the boxes weighed, and satisfy himself that each box is properly secured before it is transferred to the van, and that it is properly placed therein.

2. The guard should be accommodated in a brake-van attached to the treasure-van or in the end compartment of the carriage next adjoining the treasure-van; and the doors of the compartment occupied by the guard should never be locked.

3. The escort officer will wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure and will also wire again en route if any change in the train has been made or anything has occurred to delay its arrival.

4. An officer relieving such a guard will see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature; that the locks are secure; that the seals are unbroken and bear no sign of having been tampered with; and that the locked doors of the van cannot be opened.

5. The officer in charge of such a guard should be provided with a lantern which will burn all night, and should cause a sentry to alight at every alternate stopping place and ascertain that the locks have not been tampered with. During any long stoppage a guard must remain on duty by the door of the treasure wagon; if there be several such wagons, it will suffice to tell off two men who may stand, one at each end of the wagons.

6. In case of a break-down, separating a convoy, the officer in charge should separate his party attaching himself to the disabled portion.

7. On delivering the boxes at the treasury to which they are addressed, he will obtain a receipt for . . . . . . bags said to contain . . . . coin to the value of Rs. . . . . . or . . . . . for . . . . . . boxes, with marks and weights detailed in the invoice said to contain coin or notes to the value of Rs. . . . If any box be of short weight or shows signs of having been tampered with, it should be opened in the presence of the escort officer; otherwise he should be allowed to return at once.

The form of receipt to be used by a relieving guard should run thus—

"Received charge from . . . . , police officer of . . . . district of Railway wagon No. . . . . said to contain . . . . . boxes . . . aggregating Rs. . . . . wagon No. . . . . . said to contain . . . . . . .boxes aggregating Rs. . . . . . . (and so on). The wagons were duly locked and sealed, and one key for each made over;

Receipts to be given by other relieving guards are acknowledged. The number and contents of each wagon should be detailed in case of a breakdown. The receipts should be in English, if the Police officer is acquainted with that language, otherwise in the language ordinarily used by the officer."

NOTE.—If the seals in a wagon are broken or bear signs of being tampered with or if wagon has not been sealed, it is the duty of the relieving escort officer to insist on the wagons being opened and the number of boxes counted before he gives a receipt to the relieved officer. In such cases, the fact of the wagon having been opened and the number of the boxes counted should be endorsed on the receipt.

8. The escort officer will present the command certificate for examination to the remitting treasury or bank officer before the remittance is handed over to him. He should also present it for examination to the treasury or bank officer taking charge of the treasure. The latter will satisfy himself that he is taking over the treasure from the officer named in the command certificate and will at the same time check the strength of the escort with that stated in the command certificate noting any difference that he may find. When all is correct, he will merely sign the command certificate.

9. Whenever any breach of these rules occurs, the officer in charge of the guard must insist on the treasure van being detached from the train, and should immediately telegraph the facts to the remitting officer, to his own departmental superior and to the Traffic Manager of the Railway.

10. (*a*) When a potdar accompanies a remittance he is responsible during the whole course of the journey for the contents of the boxes and the police guard acts as an escort. The potdar will not interfere in any way in the performance by escort of its legitimate duties but he must be permitted to satisfy himself that all necessary precautions are being taken. In the event of damage occurring to a box, it is the duty of the potdar to take over any coin that may fall out and to verify the contents and repack the box if repacking becomes necessary. The escort officer must not permit the potdar to be interfered with in the execution of his duties.

Intimation to destination.

Article 130, Resource Manual. (b) The escort officer when starting with the remittance by rail, shall telegraph to his relieving officer the probable time of his arrival at the relief station. He shall also wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure, and shall also wire on route if any change in the train has been made or if anything has occurred to delay its arrival.

Currency Notes.

(4) When the remittance consists of currency notes only, small packets of notes shall be carried by one of the constables forming the escort.

NOTE.—When remittances consisting of currency notes are entrusted to a servant of the Postal Department who has furnished security, the Police forming the escort will be responsible for the safety of the departmental official and not for the notes being of the correct value.

G.O. Ms. No. 3498, Home, 3 Oct. 1952. 352. (1) All consignments of arms and ammunition should be sent or taken delivery of under Police escort. The scale of escorts by rail will be as under :—

Scale of Police escorts.	*Head Constables.*	*Constables.*
I. Number of arms—		
Up to 50	..	2
51 to 100	1	2
101 and above	1	3
II. Ammunition—		
Up to 5,000 rounds	..	2
Over 5,000 rounds	1	2

This scale should be increased if the internal security situation demands it. The same scale may be adopted for escort by road also, but it should be varied, if necessary, according to local conditions.

(2) Arsenal authorities will issue the packages intended for each consignee and furnish in time the following particulars to the police officers concerned :—

(a) The date on which the consignments will be ready for delivery ;

(b) designation of the officer for whom the consignment is intended ;

(c) number of arms to be issued to each officer ;

(d) quantity of ammunition to be issued to each officer ; and

(e) other instructions, if any.

(3) On receipt of intimation from Ordnance Depots that the stores are ready for the collection, immediate arrangements should be made to depute necessary escorts on the prescribed scale to take delivery of the consignments from the arsenals. A separate escort party should be sent to each arsenal.

(4) At least 24 hours' notice of the date of arrival of escorts should be given to Chief Ordnance Officers so that arrangements may be made for the transport of consignments at the other end.

(5) The packages are booked by Chief Ordnance Officers " Freight to Pay ". As soon as the stores reach the destinations the officers concerned should arrange for the payment of railway freight charges by drawing the required amount on a contingent bill, or by the issue of credit notes, as the case may be. The railway receipts will be the necessary vouchers, required for the bill. The expenditure should be debited to " 29. c. Police–District Executive Force—A. 1.-5. Contingencies —Other charges—Packing and carriage of clothing".

(6) On receipt of the articles, the Officers will check them and bring deficiencies, if any, to the notice of the Chief Ordnance Officer. The priced arsenal vouchers which will be received by the officers from arsenals should be duly countersigned and returned without any delay, if the articles are correctly received.

(7) The following particulars should be furnished in the case of all indents for arms and ammunition on the Ordnance Depots— :

(i) Consignment instruction, the designation of the Officer and the railway station to which the articles should be booked, and

(ii) the designation and address of the officer to whom due intimation should be sent by the Ordnance Depot for detailing Police escorts to collect the stores ready for issue in cases where the provision of an escort is necessary.

(8) A memorandum of instructions in the form given at the end of this order in English and the regional language and as many blank receipts as there will be reliefs will be handed over to the escort officer when he is detailed for escort.

(9) The escort officer will be provided by the consigner with a list of packages showing their serial numbers and connected voucher numbers. This list will be handed to the consignee to enable a check to be made that all packages have been delivered.

(10) The stores may be loaded in sealed wagons of a goods train or in the brake van of a passenger train or may be kept in the personal custody of the escort in the compartment in which the escort is travelling depending on the quantity and nature of the stores to be escorted.

(11) Before the stores are loaded in a van the Officer in-charge of the escort shall examine the van and see that it is secure in every way. If any defects are found, he shall immediately bring the matter to the notice of the railway station-master and if they are not remedied or another secure van is not provided, he shall decline to load the stores reporting the grounds therefor to his superiors.

(12) The stores must be deposited in the van, and the van padlocked and sealed by the railway authorities in the presence of the whole guard. If for any reason, the stores have to be loaded in more than one wagon, the Officer in charge shall divide his guard and make adequate arrangements to guard each part of the convoy.

(13) During the railway journey, the escort will be accommodated in a van attached to the sealed wagon in which the stores are loaded. On occasions, the consignment may have to be loaded in the brake van and it may NOT be possible to accommodate the escort in a compartment alongside, or the wagon may have to be attached next to the brake van but the escort of the vehicle cannot, for operating reasons, be accommodated next to it. In such cases a sentry will, after obtaining the guard's permission, travel in the guard's compartment. In any case, the escort should always be near enough to the consignment to prevent any possibility of tampering with it.

(14) When the consignment is in an unsealed compartment or wagon, the sentry or sentries on duty will invariably travel in the same compartment or wagon.

(15) A strict watch must be kept for fire and should an outbreak of fire occur, the alarm must be raised at once. If necessary, the wagon(s) will be detached and isolated from the rest of the train. Should a fire break out in the wagon(s) which is/are being escorted, the escort officer will open the wagons in the presence of the railway officials ; or, if enroute, in the presence of the train guard. He will make a note of the articles, destroyed or damaged by fire on the list provided by the consigner, and he will as far as possible obtain the signature of the railway officials/train guard against such entries.

(16) All escorts should apprise the guard of the train, of the coach in which they are travelling and advise him also ot the wagon, or wagons for which they are providing escort.

This will ensure that, in the event of anything unforeseen happening which necessitates the cutting off of one of the wagons in question, they may be immediately informed and so enabled to take suitable action to safeguard the consignment.

(17) If, for any unavoidable reason, it is necessary to detach a wagon over which an escort has been placed, the station-master of the station, at which the detaching takes place will issue a certificate to this effect stating reasons for detaching the wagon. The escort in such cases will detail guard for the detached wagon and ensure that the detached wagon is sealed irrespective of whether or not it is filled to capacity.

Memorandum of instructions to be given to the Police Officer in charge of the escort of arms and ammunition by Rail.

Specimen orders to escort officers.

Office.

Place.

Date.

To (Insert name of escort officer).

(1) You with will escort from to the following stores :—

(2) Your tasks are :

(*a*) to prevent interference with sealed wagons throughout the journey;

(*b*) to safeguard stores in brake vans or in personal custody from pilferage or damage en route [delete (*a*) or (*b*) if irrelevant] ; and

(*c*) to ensure that stores reach their destination as quickly as possible.

(3) (This paragraph will contain any special orders as to the property to be escorted.)

(4) You will dispose your escort in the best manner possible for the protection of the stores entrusted to you.

(5) On arrival at the train, you will tell the guard the coach in which you are travelling and ascertain from him which sealed wagon or wagons you are to prevent intereference with. You will also advise him of any unsealed wagon or wagons for which you are responsible.

(6) In the event of it being found necessary to detach any of these wagons, you will obtain a certificate to this effect from the station-master of the station at which the detaching has taken place and detail a guard for the detached wagon(s)

if practicable otherwise, ensure that the wagon(s) is/are sealed and report to the nearest Police (local) Officer for assistance.

(7) If on your way you think that the stores have been tampered with or damaged or that they are NOT being sent forward as quickly as they should, you will, in addition to doing all that you can to protect them, report the matter to the nearest Superintendent of Police.

(8) On arrival at
you will

(a) Ensure that the sealed wagon or wagons are unsealed in your presence by the competent railway authority.

(b) Hand any other stores over to.......... together with the list of packages provided by the despatching authority. If there are any packages deficient, you will explain the discrepancies as far as possible and sign a written explanation if called upon, to do so."

Signature and designation of the Officer deputing the escort.

Relief of the Madras City escort.

G.O. Ms. No. 2267, Home, 9 May 1941.

353. Subject to the provisions in Police Standing Orders Nos. 354 and 355, escorts with treasure from the Madras City shall proceed to the final destination within the State collecting and handing over treasure en route at intermediate railway stations both on the outward and return journeys, as required by requisitions received from the Currency Officer.

The escort will work on exactly the same system of relief as any ordinary guard and the provisions of Police Standing Order No. 351 (2) (h) will not apply to the City. Sentries posted for duty as per Police Standing Order No. 351 (2) (g) will be relieved every 3 hours.

Relief of escorts to and from the State of Madras.

Treasure and prisoners.

G.O. No. 2828, Home, 3 June 1938.

* **354.** The following rules are prescribed for the relief of escorts in charge of prisoners or treasure coming into or going out of the State of Madras :—

(1) (a) In all cases where relief of escorts is necessary, three days' clear notice should be given by the despatching officer to the first relieving station in the neighbouring State. If a letter by post would not give three days' clear notice, the

requisition should be telegraphed. Such notice or telegraphic requisition should invariably furnish the following information :—

(i) In the case of prisoners—

(*a*) The number and class of prisoners.

(*b*) Whether dangerous, ordinary, undertrial, female, juvenile, etc.

(*c*) The strength of the escort to be relieved.

(*d*) Whether demonstrations are likely to be made at stopping stations en route.

(*e*) The date and probable hour of arrival of the escort.

(ii) In the case of treasure—

(*a*) The value of the treasure.

(*b*) Whether in gold, silver, copper, nickel or currency notes.

(*c*) The number of wagons in which treasure is loaded.

(*d*) The number of boxes in which the treasure is contained in each wagon.

(*e*) The strength of the escort to be relieved.

(*f*) The date and probable hour of arrival of the escort.

(*b*) On receipt of the information referred to in clause (1) (*a*) above, the Superintendent of Police of the district concerned will put into force the escort rules of his own State, increase or decrease the strength of the escort in accordance with those rules and make any other arrangements he considers necessary.

(*c*) It should be clearly understood that reliefs for inter-State escorts must always be provided and never refused or withheld on the ground that the men cannot be spared.

(2) Escorts coming from the Bombay State should be relieved at Arkonam. On receipt of a requisition for the relief of an escort, the Superintendent of Police, North Arcot (or, in his absence, his office Superintendent) should at once make the necessary arrangements.

(3) Escorts proceeding from this State to Bombay will be relieved at Renigunta. Requisition for relief should be made to the Superintendent of Police, Chittoor.

(4) Escorts from other States coming into this State by the Madras-Vijayavada route through the Andhra State should arrive at Madras Central.

Relief of escorts of treasure.

G.O. No. 2828, Home, 3 June 1938.

*** 355.** The following arrangements apply to the relief of escorts in charge of treasure only :—

(1) The action prescribed in Order No. 354 (1) will be taken.

(2) Escorts proceeding from this State to Bombay will be relieved at Renigunta and those proceeding by the Madras-Vijayavada route at Gudur, requisition for relief being made to the Superintendents of Police, Chittoor and Nellore, respectively.

(3) Escorts proceeding from Bangalore to Madras should be relieved at Jalarpet by the North Arcot Police. The Superintendent, North Arcot (or, in his absence, his office Superintendent) should, on receipt of a requisition, make the necessary arrangements.

Relief of escorts of prisoners.

G.O. Ms. No. 2828, Home, 3 June 1938.

*** 356.** The following arrangements apply to the relief of escorts in charge of prisoners only :—

(1) The action prescribed in Order No. 354 (1) will be taken.

(2) Escorts proceeding from this State by the Madras-Bombay route will be relieved at Renigunta by the Railway Police of Andhra State, requisition for relief being made to the Sub-Inspector of Railway Police at Renigunta Junction.

(3) Escorts proceeding from Madras to Andhra, Hyderabad or any other State by the Madras Calcutta line will be relieved at Gudur, requisition for relief being made to the Superintendent, Railway Police, Vijayavada.

(4) Escorts from Madras City to distant places within this State will be relieved at the places and by the District Armed Reserves specified below :—

Destination.	*Place of relief.*	*To be relieved by*
Places beyond Tiruchirappalli.	Tiruchirappalli ..	Tiruchirappalli District Reserve.
Places beyond Podanur ..	Podanur ..	Coimbatore District Reserve.

G.O. Ms. No. 3573, Home, 8 Dec. 1944

Requisitions for reliefs at Tiruchirappalli and Podanur should be made to the Superintendent of Police, Tiruchirappalli, and the Superintendent of Police, Coimbatore, respectively. On receipt of a requisition, the Superintendent of Police concerned or, in his absence, his office Superintendent should at once make the necessary arrangements.

(5) Escorts from the Nilgiris district to places within this State beyond Tiruchirappalli will be relieved at Coimbatore, by the Coimbatore District Armed Reserve. Requisitions for reliefs should be made to the Superintendent of Police, Coimbatore. On receipt of the requisition, the Superintendent of Police, Coimbatore or in his absence his office Superintendent should at once make the necessary arrangements.

357. Escorts for prisoners or treasure proceeding to any place in India outside the State of Madras should, at their starting stations, be provided with railway tickets up to the destination of their charge. At the station where they are relieved, they will hand the tickets to the relieving escort. Arrangements have been made with railways to permit this transfer of tickets. Cash for obtaining tickets for the return journey of the escorts of this State from the station where they are relieved should also be paid to them at the time of their deputation. Similarly, escorts arriving from any place in India outside the State of Madras will hand over their tickets, which will be up to the destination of their charge, to the relieving escorts of this State who need be provided with cash for their return journey from the destination of their charge to their own headquarters only. The cost of railway fares issued under this order will be treated as a charge of the district in which they were issued.

G.O. Ms. No. 2199, Home, 20 Apr. 1937.

Instructions for the issue of Railway warrants for treasure escorts.

358. The following procedure should be adopted when treasure is escorted over the Southern Railway :—

(*a*) *Forward journey.*—A single railway warrant should be presented for the entire forward journey whether the escort is relieved en route or not. The actual strength of the escort should be shown on the railway warrant, the number allowed to travel free according to the scale laid down in Article No. 146 of the Resource Manual and printed on the inside of the cover of the book of railway warrants, being shown in the column "Number of free passes issued" in both the foils "for Railway" and "for Superintendent." In exchange for this warrant, the Railway authorities will issue a single Police ticket for the entire party which should be passed on to the relieving party or parties, if any.

(*b*) *Return journey.*—For the return journey also, a railway warrant should be presented at the station from which the escorting party returns in exchange for which a single Police ticket will be issued as above. When the escort is

relieved en route each party should present a separate railway warrant for the journey it has to make. In order to enable the Railway authorities to make the free allowance on every railway warrant for the return journey, reference should be given therein to the warrant presented for the forward journey at the starting station as follows :—

Railway warrant for the forward journey No. ,
dated from to

This information should be furnished without fail by the relieved escort to the relieving escort at the time of relief.

Postal Remittances—Escorts for.

G.O. Ms. No. 4509, Home, 15 Sep. 1938.

*359. (1) Police escorts should, on requisition by the postal authorities, be furnished for postal remittances which exceed Rs. 1,000 in value, or which are to be conveyed over roads the safety of which the Police are unable to ensure.

(2) The following principles will be adopted for the recovery of charges from the Postal Department for Police escorts supplied to it :—

(*a*) No charges will be claimed from the Postal Department for men who can combine the work of escorting a postal remittance with other work which they would be ordinarily performing.

(*b*) Full charges as calculated under Order No. 392 for private guards will be claimed in respect of daily escorts on which one or more men have to be exclusively employed.

(*c*) (i) As regards escorts which occur at more or less regular intervals, but not so frequently as to necessitate a special addition to the staff, only the travelling and other incidental expenses incurred by the escorts will be claimed.

(ii) When recurring periodical escorts monopolize the services of a policeman for ten or more days during a month, additional staff will be engaged and charged for as in clause (*b*) above.

G.O. No.968, Judicial, 15 July 1908, G.O. Ms. No.3698, Home, 27 Dec. 1955 and Chapter XXX, Part I of the Madras Prison and Reformatory Manual, Volume II, Paras. 453–477.

Escort of Prisoners under the Prisoners Act.

360. The following rules are laid down by Government under the Prisoners (Attendance in Courts) Act, 1955 (Central Act XXXII of 1955) .—

(1) The escort of prisoners under the Prisoners (Attendance in Courts) Act, 1955 shall be undertaken by the police. [Paragraph 453 in Chapter XXX (Part I)—Page 137 of the Madras Prison and Reformatory Manual, Volume II.]

(2) Whenever an order for the production of a prisoner to give evidence or to answer a charge is received from a competent court by the officer in charge of a jail, such officer shall send a copy of the Court's order to the head of the local police, who thereupon shall cause the necessary police guard to be detailed in accordance with the terms of the order, and the prisoner shall be made over to the custody of this guard. [Paragraph 454 in Chapter XXX (Part I)—Page 137 of the Madras Prison and Reformatory Manual, Volume II.]

(3) Whenever the court and the jail are in the same station, the prisoner shall be taken from the jail to the court and back daily, until his attendance is dispensed with. On every day he attends the court, he shall receive the full jail ration, and shall be allowed to take his midday meal with him for consumption at any convenient hour. [Paragraph 455 in Chapter XXX (Part I)—Page 137 of the Madras Prison and Reformatory Manual, Volume II.]

(4) Whenever a prisoner is sent for examination to, or has to halt a night en route at a station where there is a central or district jail he shall be confined therein. Where there is no central or district jail, he shall be confined in the subsidiary jail, and where there is no subsidiary jail, he shall be confined in the Police lock-up. [Paragraph 456 in Chapter XXX (Part I)—Page 137 of the Madras Prison and Reformatory Manual, Volume II.]

(5) If the escort is unable to reach a central, district or subsidiary jail or police lock-up before sunset, the Police shall make the necessary arrangements for the safe custody of the prisoner. [Paragraph 457 in Chapter XXX (Part I)—Page 137 of the Madras Prison and Reformatory Manual, Volume II.]

(6) If the prisoner is taken to a central, district or subsidiary jail, the jail or Police establishment guarding it shall be responsible for the custody of the prisoner. Whenever the escort desires to proceed, the prisoner shall be handed over for that purpose, provided that no prisoner escorted under these rules shall be admitted into a jail after sunset, nor handed over to the escort before sunrise. [Paragraph 458 in Chapter XXX (Part I)—Page 137 of the Madras Prison and Reformatory Manual, Volume II.]

(7) If the prisoner is taken to a Police lock-up, in which there are no other prisoners, the police in charge of the lock-up shall permit the prisoner escorted under these rules to occupy a ward in the lock-up, the key of which shall be handed over to the escort and the prisoner shall be entirely under the charge of the escort as regards safe custody, supply of food, etc. On the departure of the escort with its prisoner the key of the ward occupied shall be returned to the police in charge of the lock-up.

In the event of any prisoner committing damage to a ward occupied by him the fact shall be reported to the officer in charge of the jail whence he was brought, who shall defray the cost of repairing the damage. [Paragraph 459 (1) in Chapter XXX (Part I)—Page 138 of the Madras Prison and Reformatory Manual, Volume II.]

(8) In the event of a police lock-up being occupied by other prisoners, the prisoner shall be confined with them, the police in charge of the lock-up being then responsible for his safe custody. The duty of supplying the prisoner with food and of watching him cook and eat, shall rest with the police escorting him. [Paragraph 459 (2) in Chapter XXX (Part I)—Page 138 of the Madras Prison and Reformatory Manual, Volume II.]

(9) Police escorts shall conform to the rules in force at lock-ups as regards hours for cooking and meals, e.g., when the custody of the prisoner devolves upon the police in charge of the lock-up, the escort shall not demand that he be let out at unauthorized hours to cook his food, etc. [Paragraph 459 (3) in Chapter XXX (Part I)—Page 138 of the Madras Prison and Reformatory Manual, Volume II.]

G.O. Ms. No. 464, Public (Police), 19 Aug. 1930 and G.O. No. 539, Home, 13 Oct. 1939.

(10) A prisoner escorted under these rules shall ordinarily be sent by rail or by water; when travelling by rail, the accommodation to be provided shall be of the lowest class in the case of 'C' class prisoners and intermediate class or if no intermediate class is available, second class in the case of 'A' and 'B' class prisoners. At district headquarters, prisoners should be conveyed from jail to court and back in a Police van. Prisoners whose confessions are to be recorded should be taken to the court from the jail in a police van, escorted by warders as a special case. In places where there are no police vans but where motor bus is available, undertrial prisoners shall be conveyed by motor bus, irrespective of the distance to be travelled, provided that the number of prisoners to be taken at a time is small and can be controlled easily and provided also that their presence in the bus does not cause inconvenience or annoyance to members of the public using it. In places where none of the above modes of conveyance is available, undertrial prisoners who are persons of good social position and are accustomed to use a conveyance may be allowed a conveyance provided their safe custody is not endangered.

The same rule should be followed in the case of prisoners who are certified by the Medical Officer to be physically unfit to walk. In other cases, prisoners should go on foot except

in the cases noted below. No prisoner should, however, be compelled to march on foot more than fifteen miles in 24 hours:

(i) When convicted prisoners are escorted along with undertrial prisoners, the former may be conveyed by the motor bus in which the latter are conveyed, irrespective of the distance to be travelled in order to avoid the inconvenience and expense of providing a separate escort for them.

(ii) Whenever women prisoners have to be escorted by road, they should be provided with a conveyance, where the distance to be traversed by them exceeds one mile. Conveyances may also be provided for shorter distances in cases in which, for reasons of health, or custom or other valid reason, failure to make such a provision would cause undue hardship to them.

(11) A convicted prisoner shall not be handcuffed, unless there is a reasonable expectation, either from the heinous nature of the crimes with which he is charged or from his character or behaviour, that such person will use violence, or will attempt to escape or that an attempt will be made to rescue him. The same principle shall be followed in the case of undertrial prisoners.

[Paragraph 462 in Chapter XXX (Part I)—Page 138 of the Madras Prison and Reformatory Manual, Volume II.]

(12) The minimum strength of the police guard shall be as follows :—

For a single prisoner, two constables.

For two prisoners, two constables.

For more than two and not more than four prisoners, two constables.

For more than four and not more than six prisoners, three constables.

For more than six and not more than ten prisoners, one head constable and four constables.

A female warder shall, wherever possible, accompany a female prisoner instead of one of the constables. [Paragraph 463 (1) in Chapter XXX (Part I)—Page 139 of the Madras Prison and Reformatory Manual, Volume II.]

(13) When prisoners are of desperate character or are likely to attempt to escape or when the number to be escorted exceeds ten, the strength of the guard shall be increased at the discretion of the officer in charge of the police. [Paragraph 463 (2) in Chapter XXX (Part I)—Page 139 of the Madras Prison and Reformatory Manual, Volume II.]

(14) The cost of conveyance (if any) and of maintaining prisoners while absent from the jail shall be advanced by the officer in charge of the jail to the officer in charge of the escort, provided that whenever possible the escort shall be given articles of diet sufficient for the prisoner's rations during his absence, instead of money. If a prisoner is admitted into any jail, he shall be supplied with rations by that jail during the period that he spends there. [Paragraph 464 (1) in Chapter XXX (Part I)—Page 139 of the Madras Prison and Reformatory Manual, Volume II.]

(15) The cost of conveyance of prisoners to and from the court shall be recovered by the officer in charge of the jail from the court before which the prisoner's attendance is required. No recovery need, however, be made from a criminal court before which a prisoner is produced in cases where such cost is less than Rs. 2; nor shall any recovery be made of the expenses incurred in connexion with the subsistence and transit of accused persons surrendered from one State to another or while in transit from one State to another. Conveyance and other incidental charges of undertrial prisoners sent from this State to other States and *vice versa* should be borne by the State sending such prisoners. [Paragraph 464 (2) in Chapter XXX (Part I)—Page 139 of the Madras Prison and Reformatory Manual, Volume II.]

(16) No State prisoner, or prisoner under sentence of death, shall be removed under " the Prisoners (Attendance in Courts) Act, 1955, " from the jail in which he may be confined without the special sanction of Government except in the case of a prisoner, under sentence of death whose presence is required by a Sessions or High Court for the purpose of taking additional evidence in the case. [Paragraph 465 in Chapter XXX (Part I)—Pages 139 and 140 of the Madras Prison and Reformatory Manual, Volume II.]

(17) For the purpose of the Prisoners Act and the rules, the Superintendent shall be deemed to be the officer in charge of the jail. [Paragraph 466 in Chapter XXX (Part I)—Page 140 of the Madras Prison and Reformatory Manual, Volume II].

(18) When a prisoner is sent from one jail to another under these rules, his original warrant or warrants of commitment and a nominal roll in Form No. 52 (of the Madras Prison and Reformatory Manual) shall be sent with him.

NOTE.—Prisoners transferred from Central India Agency Jail at Indore to Jails in this State " under the Prisoners (Attendance in Courts) Act, 1955", for purposes of answering charges pending against them or giving evidence in Courts shall be treated as undertrials. [Paragraph 467 in Chapter XXX (Part I)—Page 140 of the Madras Prison and Reformatory Manual, Volume II.]

Note by Inspector-General of Police—

The attention of all Superintendents of Police is drawn to the wording of paragraph (12) above. The scale laid down therein is the minimum only. Officers who depute escorts should invariably increase the strength in the case of dangerous prisoners [paragraph (13) above], or when a journey by train will take more than twelve hours or will take place at night, so that regular sentries can be posted, while others take rest.

When a journey by train is to take more than twelve hours to take place by night, the escort commander must maintain in his note-book in Sentry Relief Book form details of sentries (the period should be as a general rule two hours), as well as their acknowledgments of being posted and taking charge of the particular number of prisoners.

Personal cash property of detenus under Police escort.

361. Detenus are allowed to use their personal cash property for legitimate purposes during journeys while under police escort. The police escort will be in custody of the personal cash property and should maintain accounts of the expenditure incurred during transit. G.O. Ms. No. 3585, Home, 17 Sep. 1947.

Producing prisoners in Courts.

362. The following rules have been laid down in the Jail Manual and the Subsidiary Jail Manual for regulating the production of undertrial prisoners before Courts :—

(1) The duty of ascertaining the time at which a prisoner committed to the Sessions is to be produced before the Sessions Court, and of providing the necessary escort for this purpose, rests with the Police. Rule 741 of the Jail Manual and Rule 121-A of the Subsidiary Jail Manual.

(2) The Superintendent is responsible for the production in Court, at the appointed time of a prisoner remanded pending a magisterial inquiry or trial and shall make suitable arrangements with the Police for the provision of the necessary escort.

(3) A receipt in Form No. 62 (of the Jail Manual) or Form No. 4-B (of the Subsidiary Jail Manual) as the case may be shall be obtained from the senior Police Officer of the escort, whenever a prisoner, whether committed to the Sessions or under remand, is made over to the charge of such Police Officer for production in Court.

(4) The Police are responsible for the safe custody of any prisoner committed to their charge under the preceding clauses of this rule, till he is returned to the jail or discharged from custody in due course of law. It is for the Police to decide whether such prisoners shall be handcuffed or not.

(5) When an undertrial prisoner has to be brought back to the jail even in the event of his acquittal or discharge, the senior Police Officer of the escort should be informed of the fact and the receipt in Form No. 62-A (of the Jail Manual) or in Form No. 4-B (of the Subsidiary Jail Manual) as the case may be, taken from him.

(6) When woman under trial prisoners are taken from Sub-jails to Courts or *vice versa* they shall be provided with conveyances where the distance to be traversed by them exceeds one mile. Conveyances may also be provided for shorter distances in cases in which for reasons of health or custom or other valid reasons, failure to make such provision would cause undue hardship to them.

Vide correction slip for 362-A, 362-B & 362-C

Receipt into jail on Sundays, etc.—Prohibited.

363. The following are the provisions in the Jail Manual regulating the time for admitting prisoners :—

(1) No prisoner shall be admitted to any jail on any of the recognized holidays for prisoners, viz., Sundays, Christmas day, Good Friday, the last day of Ramzan and Pongal (or in the case of the Malabar Coast, Onam), except with the written orders of a District or Chief Presidency Magistrate.

(2) No prisoners, except such as may have been temporarily absent attending Court, shall be admitted to any jail before sunrise on any day or after the prisoners have been locked up for the night.

Prisoners breaking journey in Madras.

364. (1) (*a*) When a prisoner has to be escorted from Madras by a train leaving between the hours of 7 p.m. and 7 a.m., he shall be temporarily confined in C-1, Flower Bazaar Police Station, if leaving from the Central station, and in G-I, Vepery Police Station, if leaving from the Egmore station.

(*b*) When a prisoner has to break his journey in Madras, and, arriving at Central station, has to leave from Egmore station, he shall be taken at once to G-1, Vepery Police Station. A prisoner arriving at Egmore station and leaving from Central station shall be taken immediately to C-1, Flower Bazaar Police Station.

(*c*) In no circumstances may a prisoner be taken to the railway station more than three-quarters of an hour before the departure of the train by which he is to travel.

There are at present three orders in the Police Standing Order Book, Volume I, which define the system of work to be followed in Town Police Stations.

1 P.S.O. 382 (1) and (2) ..	Town Stations where functional division is in force. The whole of the Police of a town station (with certain exceptions) will be divided into three sections.
2 P.S.O. 382 (15)	Small towns where functional division is not in force.
3 P.S.O. 865	Selected mufussal cities where functional division is in force. (There will be a minimum of three sections and an additional section can be provided where necessary.)

2. It is observed that Police Standing Order 382 (1) and (2) has been mistakenly applied to small Town Police Stations where functional division is not in force. This mistaken application should stop forthwith and the following instructions are issued for the guidance of all officers.

3. The orders in Police Standing Order 382 (1) and (2) and 382 (15) are applicable to the following categories of towns as mentioned below :—

P.S.O. 382 (1) and (2) ..	Town system to be followed in all Police Stations *where functional division of work is fully in force.*
P.S.O. 382 (15)	Small town system to be followed in all Town Police Stations where functional division of work is not in force (other than district Headquarters Town Police Stations or big TownPolice Stations with a population of 1 lakh and above where functional division of work is fully in force and to which Police Standing Order 381 (1) and (2) is applicable.

4. Necessary instructions should be issued to the subordinate officers to follow the above procedure strictly.

(C.O. Circular Memorandum R.C. No. 3201/RAI/64, dated 7th August 1964.)

(P.G., Part I, dated 29th August 1964.)

[VIII list, dated 30th November 1964.]

(2) Prisoners in transit by rail should not be detained in railway Police stations but should, unless there are special reasons to the contrary, be taken for safe custody to the nearest local Police station provided there is such a station within two miles from the railway station.

Escort halting at Police stations.

365. An escort in charge of prisoners, halting at a station on its route, is for the time being under the immediate orders of the Sub-Inspector or station-house officer of the station, who is responsible for posting a guard, consisting of the escort and so many men of the station as are necessary to bring the escort up to a sufficient strength to furnish four sentries. G.O. 1119, Judl., 27 July 1904.

Medical certificate of fitness to travel.

366. (1) The medical officer or subordinate in charge of a local hospital or dispensary shall grant "certificates of fitness or otherwise to travel" to prisoners whom it is intended to despatch to a jail when such prisoners are produced at the dispensary or the hospital during the usual hours of attendance. Para. 327 of the Civil Medical Code.

(2) At stations where the examination of prisoners for this purpose can be more conveniently carried out at the sub-jail itself, as for instance, where a medical officer or subordinate is either in charge of the sub-jail or visits it regularly in the course of his routine duty, the examination may take place on the occasion of his visit to the jail, thereby avoiding the necessity of sending prisoners to the local hospital or dispensary.

Railway warrants for prisoners.

367. (1) When prisoners are taken by rail or motor bus, a railway warrant or bus warrant will be issued for both the prisoners and the policemen who escort them. The entire cost of railway or bus warrants will be borne by the Police department. G.Os. 569, Judl., 25 Mar. 1918, and 274, Law (Gen.), 22 Jan. 1931.

(2) Police escorts for "A" and "B" class prisoners should travel in the class of railway accommodation in which the prisoners in their charge are allowed to travel. In addition, head constables and constables will draw daily allowance. "The railway accommodation to be provided for "A" and "B" class prisoners shall be intermediate class or if no intermediate class is available, second class." G.Os. 384, Pub. (Pol.), 17 July [illegible]1 and 81, Pub. (Genl.), 26 Jan. 1934 and Ms.

Prisoners by mail trains.

368. Prisoners should not be sent by mail trains except for special reasons. In the event of their being sent by mail trains, the higher fares chargeable on the railway concerned for journeys in such trains must be paid. G.O. Judl. 1885.

Reserved accommodation for prisoners.

G.Os. 569, Judl., 25 Mar, 1913 and 231 Rys., P.W.; 6 July 1917.

* **369.** (1) Reserved accommodation should be obtained for the conveyance by rail of all parties conveying prisoners who number over five including the prisoners, of parties conveying military prisoners and of persons in the custody of the Police who are insane, violent and dangerous. Reserved accommodation is not required for parties numbering five or under unless the prisoner is a military prisoner, or insane, violent or dangerous.

(2) The following table shows the accommodation required for parties of police and prisoners on the broad and metre-gauge lines. The accommodation required should always be entered in column 3 of the railway warrant. If the party has to travel on both the broad and metre-gauge lines, the accommodation required on each line should be specified:—

Scale of reserved accommodation.

Number of prisoners.	Strength of escort.		Total strength of the prisoners and escort.	Accommodation required on the broad gauge lines of all railways.	Accommodation required on the metre-gauge lines of all railways.
	Head constables.	Constables.			
1		2	3	Three seats	Three seats.
2		2	4	Four seats	Four seats.
3		2	5	Five seats	Five seats
4		2	6	One reserved compartment.	One reserved compartment.
5		3	8	Do.	Do.
6		3	9	Do.	Two reserved compartments.
7	1	4	12	* One reserved compartment (for one head constable, two constables and six prisoners) and three unreserved seats (for two constables and one prisoner).	One reserved compartment (for one head constable, two constables and five prisoners) and four unreserved seats (for two constables and two prisoners).
8		4	13	* One reserved compartment (for one head constable, two constables and six prisoners) and four unreserved seats (for two constables and two prisoners).	One reserved compartment (for one head constable, two constables and five prisoners) and five unreserved seats (for two constables and three prisoners).
9	1	4	14	* One reserved compartment (for one head constable, two constables and six prisoners) and five unreserved seats (for two constables and three prisoners).	Two reserved compartments.
10	1	4	15	Two reserved compartments.	Do.

* Except on the Central Railway where two compartments should be requisitioned for.

Prisoners taken by the Railway Police.

G.Os. 589, Judl., 25 Mar., 1913 and 231, Rly P.W.' 6 July 1917.

370. When prisoners are taken by rail by Railway Police, the railway warrant in Form No. 44 should be used. The credit note at the bottom will be only for the difference between

the fare for the accommodation provided for the prisoners and escort party and fares for the railway policemen who travel on free passes obtained on requisition in Form No. 45.

Prisoners released on medical grounds.

371. A prisoner conditionally released on medical grounds from a jail situated in a district other than that in which he wishes to reside should be taken charge of by the Police of the district in which the jail is situated, for escort to the district where he proposes to reside. G.O. 1942, Judl., 23 July 1886.

Escort of Soldiers.

372. A military escort should be applied for, for the purpose of escorting soldiers still in service who are in the custody of the Civil power from one place to another, whether before or after sentence. Police escorts should not be furnished for the purpose. G.Os. 1755 Judl., 24 Nov. 1903 and 1673, Judl., 12 Nov. 1904.

Deserter—Apprehension.

373. (1) In all cases where a deserter or absentee from the Indian Army or Air Force surrenders or is apprehended by the Police, a certificate in Form No. 60 should be forwarded without delay to the Officer Commanding the unit to which the deserter or absentee belongs. Under the existing rules, the Military or Air Force authorities, as the case may be, are bound to despatch at once an escort to take charge of the deserter or absentee.

(2) Another copy of Form No. 60 should be prepared in manuscript, on plain paper (copied from the *pro forma*) and signed and should thereafter accompany the deserter whenever he is moved to fresh custody. It should be finally handed over to the Non-Commissioned Officer in charge of the military escort detailed to take over the deserter from the civil authorities. G.O. Ms. 721, Home 29 Mar. 1943.

Persons arrested on Ceylon Warrant.

374. When a person is arrested under a Ceylon warrant he should not be immediately despatched under escort, but should be remanded and inquiry made by telegraph whether a Ceylon escort can be sent to assume custody of him. Action should be taken in accordance with the reply received. G.O. 676, Judl., 9 May 1908.

Scale of Orderlies.

G.O. 253, Judl., 21 June 1927.

* **375.** (1) The following is the scale of orderlies prescribed :—

		Constables.
Deputy Inspector-General of Police	..	3
Superintendent of Police ..	..	2
Assistant or Deputy Superintendent of Police	..	2
Circle Inspector	..	1

G.O. 404, Judl., 14 Sep. 1927.

* NOTE.—(1) The Deputy Inspector-General of Police, Railways and Criminal Investigation Department, is permitted to take with him on his tours, as his orderly, a head constable in place of the three constables allowed to him.

G.O. 528, Judl., 11 Nov. 1927.

(2) Superintendents of Police may take a third orderly while holding additional charge of a subdivision.

(2) One of the office orderlies will sleep at the Office Superintendent's house at night.

Relief of Orderlies.

G.O. 253, Judl., 21 June 1927.

376. (1) Orderlies other than those of Circle Inspectors must be relieved at least once in three months, or oftener if the Superintendent thinks proper.

G.O. 338, Judl., 3 Aug. 1927.

(2) The Government do not consider a third orderly necessary to look after a Superintendent's tents when taken on tour.

CHAPTER XXI.

BEATS AND PATROLS.

Village Beats—Principles.

377. The principles governing the despatch of constables on village beats are, firstly, that the village authorities should be held responsible for reporting crime and supplying information about the movements of bad characters, and, secondly, that constables should not, as a rule, visit villages, except under definite orders, for a definite purpose or unless the village lies on their way to or from any duty.

Purposes for sending beat constables.

378. Constables shall be sent on beat for the following purposes :—

(1) To gather information in villages the authorities of which cannot, it is believed, be trusted to report information ;

(2) to watch specially dangerous criminals or criminal organizations which require surveillance ;

(3) to pick up information from or about travellers at camping grounds, chatrams, ferries and places of public resort ;

(4) to make inquiries in particular villages whether bad characters have been, or are, in the neighbourhood ; or

(5) to ascertain any definite piece of information and serve processes.

Bad characters—Checking.

379. Constables sent on village beat should check the presence of bad characters in the day time and make inquiries about their doings and conduct since they were last checked. They should not be sent out as a matter of course to check bad characters in the villages by night. Special arrangements for such check should, however, be made when circumstances require it. G.O. 2760, Home, 20 July 1937.

Selection of villages to be visited.

380. (1) The station-house officer shall determine what village should be visited for the purpose enumerated in sub-paragraphs (1) and (2) of Order No. 378 and how frequent the visits should be, and also which criminals must be watched by the Police alone, which by the Police as well as by the village officers, and which may be left to be watched by the village officers alone. The decision will rest largely on the trustworthiness of the village officers, and the discretionary power vested in the station-house officer must be carefully supervised by his superior officers.

(2) (*a*) Villages to be regularly visited should be conveniently grouped and a beat book (Form 61) kept for each group. Separate beat books will be kept for use when constables are deputed upon the occasional duties already specified. Normally beat constables should not be required to travel on foot more than 15 miles a day in routes where no public conveyances are available.

(*b*) Beat constables are required to bring the signature of a village officer or of a respectable inhabitant of the village in proof of their visit to a village. For the purpose of checking beat books, a book in Form No. 62 shall be kept in the station, in which shall be entered the usual signatures of the village officers and of any respectable villagers selected to sign in beat books.

(c) Point books in Form No. 63 shall be supplied to village officers and/or selected respectable inhabitants. It shall be the duty of beat constables and officers checking beats to sign and date their names in the point books whenever they visit the villagers. Beat constables shall obtain the signature of the point book holder in the beat ticket. Checking officers, Sub-Inspectors and Inspectors shall also see whether constables who have visited the village subsequent to the previous check have signed the point books.

Bad Character—Check Register—Maintenance of.

(3) (a) A check register of all K.Ds., habitual offenders, and suspects, inclusive of those residing in the limits of outposts shall be maintained in each station in Form No. 64.

(b) The bad characters who are in jail and not likely to be released during the year, can be entered at one stretch in the opening pages of the Register. The bad characters who are present, out of view or in jail but likely to be released during the year shall be entered beat-war thereafter. In the cases of bad characters in jail, entries regarding the period of imprisonment and the dates of their probable release shall be made against each.

(c) Close watch bad characters should be written, K.Ds. first and then suspects in red ink, followed by non-close watch bad characters in blue or black ink, in the same order. All these entries should be beat-war.

(d) The date of the expiry of the History Sheet shall be noted in the remarks column against each bad character.

(e) Such a register will be maintained in outposts also, for bad characters living in their respective jurisdiction when the out-posts are for the purpose of checking K.Ds., suspects and habitual offenders.

(f) Names of notorious rowdies ordered by a gazetted officer to be watched, shall also be entered in this register.

Road patrols.

381. It is incumbent upon the Police to ensure the safety of the roads and strict attention must, therefore, be paid to road patrolling. Unduly severe work should not be demanded from night patrol men. They should be sent out with definite orders which may be varied, as circumstances permit, with respect to the time to be passed at particular spots. It should always be possible to arrange for a patrol to take some rest at a named place. If possible, two constables should patrol

together, or a constable should be accompanied by a village talaiyari through his village limits. It is often useful for patrol constables to look up bad characters in villages not far from the roadside. To secure the due performance of road patrolling, constant checking is absolutely essential, and gazetted officers must see that all subordinate officers, from Inspector downwards, perform their fair share of this duty.

System of work in town stations.

382. (1) The whole of the police of a town station with the exception of Sub-Inspectors, Sergeants, station-writer, standing guard and men for traffic regulation duty will be divided into three sections A, B and C—each section containing as nearly as possible, an equal number of men. Surplus head constables will be allotted to station-writer's work and general duty. G.O. 3234, Home, 18 Nov. 1936

(2) (*a*) The 24 hours will be divided into five reliefs, four of these consisting of four hours each and one of eight hours.

(*b*) The following table shows the cycle of sections and the rotation of reliefs under the system. It covers four days of duty :—

Reliefs.	*Hours.*	*Sections on duty for four days.*			
		(1)	(2)	(3)	(4)
First ..	7 a.m. to 11 a.m. ..	A	B	C	A
Second ..	11 a.m. to 3 p.m. ..	B	C	A	B
Third ..	3 p.m. to 7 p.m. ..	A	B	C	A
Fourth ..	7 p.m. to 11 p.m. ..	B	C	A	B
Fifth ..	11 p.m. to 7 a.m. ..	C	A	B	C

(*c*) The incidence of a constable's duty for a period of three days will thus be as follows :—

First day—Duty from 7 a.m. to 11 a.m. and from 3 p.m. to 7 p.m.—8 hours.

Second day—Night duty from 11 p.m. to 7 a.m.—8 hours.

Third day—Duty from 11 a.m. to 3 p.m. and from 7 p.m. to 11 p.m.—8 hours.

(*d*) Arrangements will be made to relieve the men on duty from 7 p.m. to 11 p.m. as far as possible in batches for half an hour for their evening meals. Ordinarily the actual period of night patrol of the fifth relief should be only from 12 midnight to 5 a.m. but the hours of patrol may be varied subject to the period of five hours of actual patrol duty not being exceeded. When not on patrol, the men shall rest at the station houses.

(3) (*a*) Two men for sentry duty at the station and one for process service shall be drawn from the three sections and shall be on duty in reliefs as follows :—

From 6 a.m. to 10 a.m.,
From 10 a.m. to 2 p.m.,
From 2 p.m. to 6 p.m.,
From 6 p.m. to 10 p.m. and
From 10 p.m. to 6 a.m.

(*b*) The men on duty from 10 p.m. to 6 a.m. may, when there are no prisoners, sleep in the station. When prisoners are in custody, two night patrol section police constables will be deputed as sentries by night to relieve each other for two hours. These two men and the constable taken for process service may be changed once in every three days.

(4) (*a*) The men employed on traffic control duty should be entirely separated from the ordinary station staff and may work where the Inspector has only municipal jurisdiction directly under him, or if there is a Sergeant under him, or if there is no Sergeant and the Circle has rural stations attached, under the Sub-Inspector of the most central town station. Traffic staff would include point-duty men and bus regulation staff. Traffic, process-work, and case work would continue under the Sub-Inspectors with jurisdiction.

(*b*) In town stations where there are telephones working, the station-writer will, in addition to attending to station records, receive all telephone messages and communicate them to the officers concerned or pass them on to the Station-house officer for necessary action. For efficient discharge of this duty, he should sit close to the telephone receiver.

(5) Two general diaries will be maintained in each town station—one by the station-house officer for noting his personal duties and those of his assistants, the reports of cases, cognizable, and non-cognizable, accidents and other occurrences made at the station, and the other by the section head constables for recording matters received for disposal by the sections and instructions to section men for the performance of section duties.

(6) The section head constable will be responsible for the clean turn out, education and the efficient discharge of duties of the men in his charge. In the absence of the section head constable, charge of the section will be handed over by him formally to the senior section police constable present by record in the section general diary.

(7) The Sub-Inspector or other officer in charge of the station for the time being, will make a note of orders and instructions to section officers in the section general diary in regard to matters which will be carefully prepared with due regard to the requirements of the station. Therein will be noted—

(*a*) the notorious rowdies who require to be looked up and the times when they should be checked ;

(*b*) localities where nuisances are committed and the times when such nuisances are usually committed ;

(*c*) bazaar-streets which incessantly require to be cleared of obstruction and the hours during which they are liable to obstruction ;

(*d*) cases of missing children ;

(*e*) notices of important cases requiring the vigilance of section men ; and

(*f*) particular localities to be specially visited for prevention of mischief or other crime, etc.

(8) (*a*) Section officers will, as they come on duty, make a point of perusing the orders and instructions recorded in the section general diary for their information and guidance. They will issue detailed orders to the men of their section on those matters and will also note in the section general diary later on that the duties assigned to them were duly performed.

(*b*) Day beats as such will be abolished.

(9) Section constables sent out to attend to obstructions or nuisances in particular localities or any other work may be instructed, if they find no obstructions or nuisances, etc., or when they have done the work allotted in the places to which they were sent, to patrol through them smartly and return at once to the station to be in waiting or to be sent out to other places. Constables without definite work are not to loiter about the streets. Instructions for constables in regard to work to be attended to by them should be noted in out-door work tickets (Form No. 66) to be supplied to them.

(10) The constables will note in their tickets the time of their departure from and return to the station, giving reference to their note-books for details of work done. Any short-comings noticed by officers should be noted in their tickets. On the return of constables to the station it is the duty of the section head constables to receive from the constables their tickets and note-books and to see that these are properly written up. They must then and there question them as to short comings, etc., and take any action that may be called for. They will then write up the section general diary by

reference to the constables' note-books, which they have already perused and initialled. (Men should not be allowed to take their note-books away with them from the station while off-duty.) The note-books must be in the station and the section head constables will be responsible for their custody under lock and key. The general duty head constable will take charge of the note-books whenever the section head constable happens to be absent from the station.

Night patrols.

(11) One or more batches of patrol men—preferably in mufti—should be sent to important junctions, streets or lane corners, where house-breakers are likely to pass from their sphere of operations. Such patrol men should hide themselves in unobservable parts of the locality, alert and ready to pounce upon night hawks. These might with advantage be shifted from one corner to another for specified periods on each night and need not necessarily be kept on for the full period of five hours in one place. One man may sleep while the other keeps alert. The test is that they shall be able to spot their checking officers when they pass. (Specific directions as to the locality and time at each spot, should be noted in the regional language in the work-tickets concerned before the men are detailed.) Other available men may be given a specific short length of streets to go round, noting the exact streets. Such blocks to be traversed by patrols should be changed from night to night. The greatest care must be taken to limit the extent of these patrols. Patrol men should be in concealment and should not openly march along the street. The head constable on patrol check usually may take with him a section police constable. One section constable might remain in the station and can be sent from 5 to 7 a.m. to deal with nuisance cases in specified localities where such are rife. Night patrol men, who have had already five hours of night duty, should not be detained in the morning to deal with nuisance cases. Bad characters should not be checked by night by the police unless they are actually under suspicion of being engaged in night crime. Regular enquiries in the day time are what are required.

(12) Where there is a Sergeant, that officer and the Sub-Inspectors shall go on night rounds on successive nights, the Inspector in the case of a purely town circle, also doing this duty at frequent intervals to be specificially laid down. In the absence of a Sergeant, the Sub-Inspectors and Inspector (in the case of a purely town circle) shall take night duty in turns. If the Circle Inspector has rural stations also, he shall occasionally check night patrols in the town by means of surprise visits as frequently as possible.

(13) Sub-Inspectors in charge of town stations should personally detail night patrols giving full and specific instructions on the above lines in the section general diary. When the section head constables have become familiar with the above principles, they may be allowed to detail night rounds, subject to constant supervision and check by Sub-Inspectors.

(14) (i) Town men should have a clear day off at regular intervals of not less than six days. As far as head constables are concerned, there are in all town stations a sufficient number of head constables. In regard to constables the strength available will be reduced to its effective strength for duty at a time by the number of police constables required to provide for days off and the number so reduced will always be off-duty the men taking an off-duty day in strict rotation. A similar arrangement should be made with traffic men. The station house officer of each station will draw up in advance a list of Head Constables and Police Constables entitled to a day off-duty in the ensuing week and post it on the Notice Board. G.O. Ms. No. 857, Home, 30th March 1954.

(ii) No one on his off-duty day may leave his headquarters without permission.

(iii) if, in the public interest, any Head Constable or Police Constable is not given a day off-duty in any week he shall be granted remuneration for the extra time duty at Re. 1 per day. Each station-house officer will maintain a register showing the names of Head Constables and Police constables who are eligible to draw this extra time remuneration with full details as to the circumstances in which off-duty days could not be allowed. A copy of these entries should be sent to the District Police Office once in a month when such claims are preferred.

(15) The following system should be adopted in small town stations where only two head constables are available for section work :—

(*a*) The day sections comprising two-thirds of the men under one head constable will remain at the station during the day except only when allowed off for relaxation or meals under general diary record or when they are sent out on specific work which they will attend to promptly and return forthwith. Their deputation on such work and their reports when they return will be fully entered by their head constable in a general diary to be maintained separately for work performed by sections. The Sub-Inspector will daily record matters requiring attention by the day sections in the section general diary and the head constable will be responsible for attending to it. The head constable will be responsible also

for letting the men off for meals or for reasonable periods of relaxation under record in the general diary. When he goes himself for meals or relaxation he will hand over under formal record in his general diary to the next senior section men present. One section, composed of the remaining one-third of the station men available, will be on night duty each night.

(*b*) Petty petitions will be handed over at once under record to the section head constable or the section in charge for disposal. The sections will attend to all day work of the station not specifically provided for otherwise.

(16) A town duty roster will be maintained in Form No. 65 and outdoor work tickets in Form No. 66. Orders regarding off duty for Taluk policemen are contained in Police Standing Order No. 247.

CHAPTER XXII.

MISCELLANEOUS DUTIES.

List of festivals to be kept.

383. A list of festivals in the district, and of those festivals of other districts, to which men have to be sent, shall be kept in Form No. 67 in each District Police Office and an extract sent to each Circle Inspector, who will enter it in the Circle Information Book.

Precautions to be taken against fires in festival pandals.

G.O. 395 Pub. (Pol.). 24 July 1935.

384. (1) The Government have ordered that whenever there is a proposal to celebrate a festival in which a pandal within enclosures is likely to be erected, the village headman should report the fact as well as the date of the festival, as early as possible to the station-house officer of the station within the limits of which the village is situated. On receipt of the village headman's report, the station-house officer concerned should proceed immediately to the village and arrange with the authorities in charge of the festival to provide a sufficient number of exits of suitable size on all the sides of the pandal and in the enclosing walls, if any, and to erect the pandal sufficiently high to prevent all danger of its catching fire from torches or other naked lights which may be used in the pandal during the festival.

(2) If the station-house officer finds that the pandal put up does not satisfy the above requirements, he should in the interests of public safety at once move the Executive Magistrate having jurisdiction over the area to issue an order under section 144 of the Code of Criminal Procedure, 1898, to stop the festival and take steps to see that the orders passed by the Magistrate are obeyed and that no breach of the peace results.

(3) While it is primarily the duty of the village headmen to report festivals of the kind in question to the station-house officers, the latter are also expected to look out for such festivals independently and to take necessary action in time. Any delay or failure on the part of the village headman in making the report prescribed in paragraph 1 above, should be reported to the Superintendent who will report it to the Collector for necessary action.

Instructions for managing large assemblies.

* **385.** The following instructions for managing large assemblies are given :—

(1) No man of less than three years' service or who is a native of the place of assembly should be sent for bandobust duty.

(2) Men detailed for this duty should not be allowed to take their families.

(3) Care should be taken that men do not get away to festivals on independent duty, such as, on the pretext of serving warrants.

(4) Camps may be erected for the accommodation of the men.

(5) If necessary, the locality should be divided into sections, with a definite number of men allotted to each section. A reserve force, sufficient to ensure the suppression of a disturbance at its outset, but not necessarily of considerable strength, should be available. When it is necessary to detail such force of considerable strength, a bugler should be included in it.

(6) Out-posts, with Police and medical subordinates in charge, should be established round the locality, in order to examine persons suspected to be suffering from an infectious disease or to have come from an infected locality.

(7) Each policeman on duty should be given a printed memorandum of instructions in the regional language as to what his duties are. The principal duties of Police officers are :—

(*a*) To maintain a careful watch over sanitary arrangements and to prevent nuisances being committed and not to wait until they are committed and then arrest and charge the

offenders. This should particularly be the case where women and children are concerned. If the Police get the idea that they will be praised for a number of prosecutions, there is grave risk of officious interference and abuse of power.

(b) To report to a medical officer cases of small-pox, cholera, etc.

(c) When on patrol duty, to interfere as little as possible with the people, but to prevent crimes and offences, preserve the peace, keep order, and mark down depredators and bad characters.

(d) To warn people not to drink or take water from prohibited places.

(e) To see that cart-stands are kept clean.

(f) To give as little trouble as possible to the pilgrims and to be as courteous as possible—a help and not a nuisance to them. The men should be made to understand that they will get credit for the maintenance of quiet order and that officious interference with orderly people will not be tolerated.

(g) To send children or lost property to the "Lost Children office" or the "Lost Property office" if such offices exist, and if not, to the nearest police station, and to direct persons in search of lost children or property to go thither.

(h) To report fires to the nearest police or Fire Service Station.

(i) To take injured persons to the nearest hospital in cases of accidents, etc.

(j) When on duty at temples, to prevent nuisances and crimes and to report to the Inspector in charge all cases of levying blackmail. The men should be given to understand that they are not to help the temple authorities and others to collect coolies or extort gifts.

(k) Not to go about in uniform when off duty particularly in railway premises.

(l) To strictly adhere to the orders regarding the regulation of carriage traffic.

(m) To go to the feeding camp, if such exists, at the prescribed time and to occupy the accommodation provided.

(8) Each policeman attending the festival on duty should be awarded a specific duty to perform, to which he will adhere during the entire festival. His camp, station, section, and hours of duty should be specified in writing on the list of printed rules given to him in the form given below :—

Madras Police.

Constable number.	Name.	District.	Camp number.	Section.	Duty.	Hours.

(9) Men should not be employed for more than six hours at a stretch.

(10) As a general rule, not more than ten men should be employed under one head constable.

(11) Arrangements should be made to have the locality lighted throughout the night. This may be a means of preventing accidents or crimes.

(12) Fire brigades should be established where necessary with a sufficient number of men at each brigade.

(13) If circumstances render it necessary, a "Lost Children office" and a "Lost Property office." should be opened with a sufficient number of men in charge. Funds should also be provided for the "Lost Children office" for the feeding of the children.

(14) Rules regarding the regulation of traffic, at such places and on such occasions as may be necessary, should be published and the men instructed to carry them out carefully. The stopping of traffic should only be done when it is in the interests of the vast majority of the visitors.

(15) In mobilizing the Railway Police force required for duty at the scene of a festival, the requirements of other principal stations on the railway line should also be considered and a sufficient number of men should be detailed for duty at those stations.

(16) (*a*) The number of men required for duty at the temporary waiting sheds at railway stations should be correctly estimated. Accidents are likely to occur during the rush of passengers into the train when an enclosure is opened. To prevent such accidents it is desirable to employ a sufficient number of men, preferably under the supervision of an experienced Sergeant or Sub-Inspector inside these enclosures. Cripples, women and children may be separated and allowed to pass out first in preference to able bodied men.

(*b*) The work of the Police may be lightened by having more exits than one to these enclosures, and barriers within them might ease the strain.

(17) Men off-duty must not be allowed to go about in uniform. These men, not being under proper control, are apt to misbehave and give trouble.

(18) The men deputed for duty at the festival should be detained until after the majority of the pilgrims have left.

Police to work under Sanitary Officer.

386. (1) At large festivals, in order to secure the adequate attainment of such objects, as referred to in clauses (*a*), (*d*) and (*e*) of Order No. 385 (7) and to execute other necessary

sanitary measures, such as guarding isolation camps, a certain number of the police constables deputed for bandobust duty should work under the direction of the principal sanitary officer.

(2) The men should be selected for their suitability for the duty. As regards discipline, the men will be under their own officers.

Constables to be armed with lathies.

* **387**. (1) Constables employed on miscellaneous duties on the occasion of large assemblies such as festivals, processions and the like will invariably be armed with lathies.

Whistle calls in emergencies.

(2) Should an emergency arise which necessitates the assemblage of men employed singly or in small parties, the signal will be two long blasts repeated at intervals as necessary.

(3) Immediately on hearing the whistle all men will double towards the sound of the whistle and form up there under the command of the senior officer on the spot.

Deputy Inspector-General to be present.

* **388**. The Deputy Inspector-General of the range should be present at specially large festivals.

Temple cars and rafts.

G.Os. No. 2036-W., 11 Aug. 1898, No. 1132, Public 20 Nov. 1925, No. 964, Public, 9 Oct. 1927, No. 860, Public, 21 Aug. 1929 and No. 828, Public (General), 7 Aug. 1934.

389. The following instructions have been issued by Government in regard to the examination of temple cars and rafts:—

(1) Superintendents or the Commissioner of Police, as the case may be, should notify the authorities of every temple, which owns a car or in which rafts are used in theppam festivals, that an application to examine the car or raft, as regards its structural stability and safety, should be made to the nearest station-house officer so as to reach him one month before the date fixed for any festival at which the car or raft is to be used and that if an application is late, there will be the risk of its being rejected.

(2) Each station-house officer should keep a list of car or theppam festivals held within his jurisdiction and see that the temple authorities give him in good time the notice referred to in clause (1) above.

(3) (*a*) In the case of temple cars, the station-house officer should satisfy himself that the car is in a safe condition to be dragged in procession. If the station-house officer considers that a temple car is unsafe, he should send a report to that effect, at least twenty-one days before the festival, to the Executive Magistrate with a copy simultaneously to the nearest Public Works Department Officer not lower in rank than a Subdivisional Officer. The Subdivisional Officer will then inspect the car and report the result of his inspection to the Executive Magistrate. G.O. Ms. No. 1962, Public Works, 13 Aug. 1941.

(*b*) In respect of rafts, the Police should send at least twenty-one days before the festival (i) a report to the Executive Magistrate and (ii) a request to examine the raft to the nearest Public Works Department Officer not lower in rank than a Subdivisional Officer.

(4) If a car or raft considered to be unsafe is not certified safe before the festival, the station-house officer should immediately obtain an order from the Executive Magistrate preventing the car or raft being used. Circle Inspectors should also pay attention to this matter.

Duties of the Police on the outbreak of fire.

390. (1) *Summoning of fire engine.*—On the outbreak of fire, the first Police officer in the vicinity, who hears of it, shall immediately send information to the Fire Station or Fire Engine shed, where these exist, by telephone or express messenger giving his name and designation and indicating the locality and extent of the fire as precisely as possible. He shall then inform the nearest Police station and proceed to the scene of the fire to render assistance. G.O. Ms. No. 2062, Home, 7 July 1944.

(2) *Police officer to go to the scene of fire.*—All Police officers in the vicinity, who are not on duty and who hear of a fire shall go there at once.

(3) *Action in Police stations.*—On receiving information of a fire the senior Police officer present in the Police station shall immediately take the following steps :—

(i) Send prompt information by the quickest available means to the nearest Fire Station or Fire Engine staff. The Government have directed that normally fire appliances should be sent up to 30 miles from their headquarters to attend to fire calls and that in exceptional cases they may, at the discretion of the Fire Officer in charge of the section concerned, be sent to places beyond 30 miles from their headquarters. The senior officer present should use his discretion in deciding (*a*) whether having regard to the distance at which the nearest fire station or fire engine is located, the Fire Station can G.O. Ms. No. 1947, Home, 2 July 1946.

render timely and effective aid in putting out the fire and (*b*) whether the fire is serious enough or likely to be serious enough to justify a long journey by the Fire Service vehicles.

(ii) Requisition medical assistance and an ambulance if it is necessary.

(iii) Inform his next superior officer and the Reserve Inspector of the Armed Reserve if the fire is at the headquarters of an Armed Reserve, and call out all available Police officers for duty at the scene of fire.

(iv) Send to the scene of fire all available fire-hooks, rakes and fire buckets in places where there is no fire service.

(v) Report to the Police Subdivisional Officer or the Superintendent of Police important fire or in which there is loss of human life.

(4) *Help from neighbouring stations.*—In all important fires at places where there are two or more Police stations within easy reach, the senior Police officer present at the scene of the outbreak shall summon from the neighbouring Police stations or Armed Reserve, wherever it is available, such number of men as he considers necessary to control the crowds or assist in putting down the fire.

(5) *Keeping the scene clear.*—(i) As soon as sufficient Police officers are present, the senior Police officer shall detail men to draw a cordon round the fire, to keep back the crowd, mark hydrants or other sources of water-supply and approaches to them.

(ii) He shall also tell off any men required to guard property and keep a sharp look-out for any pilfering by the crowd. These men shall ordinarily come from the station concerned. Loiterers should be moved beyond the cordon.

(6) *Keeping Police in reserve.*—A Police officer shall be deputed to take charge of all Police officers as they arrive and tell them off for duty. All those who are not immediately required for duty shall be kept in reserve in a body under this officer.

(7) *First steps at a fire.*—On arrival at the scene of fire, the first steps to be taken by the Police are—

(i) to get every person out of the building and endeavour person in peril;

(ii) to examine out-houses and stables in which any animal is kept, cover its eyes with sacking or cloth, lead it out or cut it loose and allow it to escape;

(iii) to see that doors and windows, especially those on the ground-floor, are closed, as such openings create draughts which seriously increase the fire;

(iv) to cut off all electric current from the building.

(v) to render first aid to injured persons before medical assistance arrives;

(vi) to remove injured persons to the hospital by the quickest conveyance available;

(vii) to cause the removal of all movable properties placing them as far as possible in one spot and causing them to be guarded against thieves;

(viii) to deliver to the parties concerned under proper acknowledgments property so removed.

(ix) *Action pending arrival of fire engine.*—In localities where fire engines are stationed, the Police officers present shall pending the arrival of the engine, take all possible steps to extinguish the fire and prevent its spreading by removing all inflammable materials near the fire.

(x) *Directing the fire engine.*—(*a*) The exact spot where the fire is burning can seldom be understood on receipt of the call at the Fire Station. It is, therefore, most important that people, Police officers if available, should be stationed on the main street down which the engine must come, to direct it. The Police officers first on the spot shall see to this and it shall be the first duty of a responsible officer, from Inspector to head constable, to see that it has been done.

(*b*) Besides directing the fire engine to the scene of fire, it is equally important that the Police officers first on the spot shall find out where the nearest hydrants or other sources of water-supply are situated and tell off a man to meet the engine on arrival at the scene and direct it to the hydrant or other water-supply.

(8) *Searching houses.*—The best means of searching houses on fire is to ascend the staircase, taking care that every door, which is passed, is closed. When this is found impossible, when it is necessary to enter by a window, great care must be taken. Windows should be closed, if possible, after entering to prevent outer air getting in.

(9) *Moving in burning buildings.*—When moving in a burning building men will find it advantageous to crawl on hands and knees and tie a wet handkerchief round the mouth and nose as a precaution against being overcome by smoke.

(10) *Rescue by ladder.*—When rescuing a person from or through a window, the Policeman concerned should take care at all times to keep his balance especially at the moment of placing his weight on the ladder, and should tread as wide as possible taking each step close to the side of the ladder as the strength of the spokes is greater here than in the centre.

(11) *List of Police Officers to be recorded.*—A list of all Police officers who worked in extinguishing the fire shall be recorded.

(12) *Powers of the Police on occasion of fires.*—Section 81 of the Indian Penal Code gives protection to Police officers causing damages or obstruction in good faith for the purpose of fire-fighting.

Any Police officer above the rank of constable may, on the occasion of fire—

(i) remove or order the removal of any persons who by their presence interfere with or impede the operations for extinguishing the fire or for saving life or property, and close any street or passage in or near which any fire is burning ;

(ii) by himself or those acting under his orders, break into or through or pull down or use for the passage of hoses or other appliances any premises for the purpose of extinguishing the fire, doing as little damage as possible ;

(iii) cause the mains or pipes in any area to be shut off so as to give greater pressure of water in the place where the fire has occurred ;

(iv) call on the person in charge of any fire engine, at places where there is no branch of the Madras Fire Service, to render such assistance as may be possible ;

(v) generally take such measures as may appear necessary for the preservation of life and property.

(13) *List of hydrants to be hung up in Police Stations.*—*A list of hydrants* where these have been installed, or other sources of water-supply as are likely to be useful to extinguish fire in the station limits shall be hung up in each police station and every Police officer shall be made to know their position.

(14) *Fire Service responsible for fire-fighting—Police responsible for maintenance of law and order.*—In localities where there are sections of the Madras Fire Service and after their personnel have arrived they will be solely responsible for dealing with the fire and the senior Fire Service Officer present will be in charge of the operations. The Police will, on no account, take any part in the actual fire-fighting unless called upon to do so by the Fire Service Officer-in-Charge. They are primarily responsible for maintaining order and controlling the crowds at the scene of fire in order that the Fire Service personnel may not in any way be obstructed in their work.

G.O. Ms. No. 2062, Home, 7 July 1944.

(15) The Police shall closely co-operate with Fire Service Units wherever these are sanctioned and shall from time to time hold combined fire practices.

Inspection of places of Public Resort.

391. (1) In municipal towns and places to which the provisions of the Places of Public Resorts Act, 1888 (Act II of 1888), have been extended, a licence from the Chairman of the municipal council or a Magistrate having jurisdiction over the local area, has to be obtained before using any place or building, with an area of 500 square feet or upwards, for public resort or entertainment. The relevant sections of the Act with which the Police are concerned are printed in Volume II. G.O. No. 1224-M, 2 Aug. 1909.

(2) Any station-house officer or Police officer above the rank of head constable may at any time inspect such building or enclosure, and may prevent its use as a place of public resort, if there is no licence, or if the conditions of the licence are not observed or if he sees reason to apprehend imminent danger to the public.

(3) The Superintendent or Subdivisional Officers shall decide whether any Police officer should be deputed for duty inside the premises of a place of public resort and will determine the strength of the force to be employed. To obviate any objection on the part of the management to the free admission of this force, the licensing authority should be moved to insert the necessary provision, as a condition of the licence, in column 10 of the prescribed form.

Fees for services of the police at entertainments and for private guards.

392. (1) The Superintendents have been empowered by Government to levy fees for the services of the Police at public and private entertainments in towns at which their presence is requisitioned subject to the following rules :— G.O. Ms. No. 4436, Home, 1 Dec. 1948, and G.O. No. 1859, Home, 23 May 1952.

(*a*) (i) The scale of fees payable to Police officers for services at private balls, parties, entertainments, etc., will be as shown in columns (2) and (3) of the following statement. A supervision fee of 10 per cent of the amount payable to the Police officers shall be levied in addition and be credited to the Government officers employed on such duty shall be relieved at the end of every four hours :—

Rank.	*Scale of fees payable to Police Officers for a period not exceeding four hours.* *By day.* RS. A. P.	*By night.* RS. A. P.
Inspector or Reserve Inspector	7 0 0	8 0 0
Sub-Inspector, Sergeant or Radio Supervisor.	5 0 0	6 0 0
Jamadar	3 0 0	4 0 0
Head Constable..	1 8 0	2 4 0
Constable	1 2 0	1 8 0

please see correction slip

NOTE.—In respect of "concerts", "at homes" and other such entertainments which terminate before midnight, day charges only be made.

(ii) The scale of fees specified in paragraph (1) above should be levied in cases where only a single "relief" is provided for any period not exceeding four hours irrespective of the period of duration. Charges should, however, be levied pro rata for a period of less than 4 hours' duration when more than one "relief" is provided.

G.O. Ms. No. 2429, Home, 16 Aug. 1954.

(*b*) When replying to applications from individuals or companies, for the services of the Police at public or private functions, these fees should be quoted.

Note.—(i) Events like marriages, reception, etc., are to be classed "private".

(ii) Events, like cinemas, dances, shows, cricket, Athletic matches, races, exhibitions, etc., are to be classed "Public" where the profit motive is usually present.

(*c*) (i) No fees should be levied when the entertainments are for charitable purposes.

(ii) No fees should be levied for the maintenance of order in connexion with any public or quasi-public function organized by the Chairman of a municipal council or by the President of a local board in accordance with a resolution of such council or board, provided that the Police required for the purpose can be found from the local force.

(*d*) Fees should be levied when policemen are deputed to attend avenue sales by auction held by local bodies.

(*e*) Police officers on duty at entertainments should not accept any remuneration. A person desirous of remunerating the Police in instances when no fees are prescribed or in excess of the sanctioned scale of fees, should be requested to communicate with the Superintendent.

NOTE.—(1) The number of men to be deputed for the duty should be fixed by the Superintendent according to requirements and should be approved by the Deputy Inspector-General if and when the arrangement is for a prolonged period or of constant recurrence.

G.O. Ms. No. 2429, Home, 16 Aug. 1954.

(2) Off-duty men only should be employed for "Public" events and "on duty" men should be employed for "Private" events. Detailing of more men than are actually necessary to regulate traffic and maintain order at private or public events must be avoided as a rule.

(2) Fees for the services of additional police deputed for duty on the application of any private person or institution or authority shall be levied as follows :—

(*a*) When "off-duty" Police are deputed the scale of fees as in paragraph I (*a*) above shall be charged and the fees collected shall be paid in full to the men on duty.

(*b*) When Police of the local establishments are deputed and are for that purpose deflected from other regular duties, fees on the same scale as laid down in the last clause shall be charged and credited to Government.

(c) When Police additional to the local establishment are deputed, fees on the same scale as in clause (a) above with travelling allowance of the Police so drafted in, shall be levied and credited to Government.

(d) When Police in addition to the sanctioned establishments are deputed, the whole charges for such Police, i.e., pay and allowances, clothing charges, contribution for leave salary and pension, travelling allowance and house rent, shall be charged as shown below and credited to Government :—

(i) *Pay and allowances.*—The gross sanctioned cost of the additional establishment.

(ii) *Clothing and supervision charges.*—Ten per cent of pay plus special pay plus compensatory allowances including dearness allowance of the additional establishment, in respect of those for whom articles of uniform are supplied at Government cost. In the case of those who are not supplied with uniform at Government cost, supervision charges should be recovered at 5 per cent of pay plus special pay plus compensatory allowances including dearness allowance. The demand should be made in whole rupees; a rupee should be charged when the fraction is half or over half a rupee and when the fraction is less than half a rupee, it should be omitted. G.O. Ms. No. 3085, Home, 6 Nov. 1956.

(iii) *Contribution for leave salary.*—Twelve and half per cent of the total sanctioned cost of the additional establishment or in the case of time-scales of pay, on the average cost of all the posts concerned including all compensatory allowances in the case of those governed by Fundamental Rules and at 11 per cent in the case of those governed by Madras Leave Rules. G.O. Ms. No. 3085, Home, 6 Nov. 1956.

(iv) *Contribution for pension*—9·5 per cent of the maximum monthly pay of the grade substantively held. G.O. Ms. No. 3822, Home, 28 Sep. 1951.

(v) House-rent shall be charged at the standard rent leviable under Fundamental Rule 45-A, when Government quarters are provided. When quarters are hired, the rent shall be the same as that actually paid by the Government for the quarters.

(3) The cost of private guards must be paid monthly in advance.

NOTE.—The calculation of contribution towards pay, leave and pension should be made on the basis of old scales of pay in the case of Government servants who are entitled to the old scales and on the basis of the revised scales in the case of others. This calculation should be revised with every change of incumbency where necessary.

Fees for opinion given by the Foot-print Experts in the Madras Police Department to another State or to private persons.

G.O No.3170, Home, 10 June 1939.

393. Fees on the scale shown below should be charged in respect of every expert opinion given by the Foot-print Experts in the Madras Police Department to another State or private persons :—

Scale of fees.

(1) For the expert's opinion.	Rs. 25 in each case.
(2) Travelling allowance ..	Actual expenditure incurred by the expert in connexion with the case.
(3) Photographic charges ..	Actual cost of any photographs taken in connexion with the case.

Destitute Persons.

IN TOWNS.

***394.** (1) Destitute persons found dying of disease or starvation in towns must be taken to the nearest hospital or dispensary. If refused admission, the orders of the Revenue Divisional Officer if present or in his absence of any local Executive Magistrate should be obtained.

G.O.No. 863, Judicial, 16 June 1874

(2) Destitute sick Europeans unconnected with the Army and having no friends at hand to take charge of them should be taken to a Government hospital whenever possible.

IN VILLAGES.

G.O.No. 426, Judicial, 11 Mar. 1874.

(3) Government have laid down that it is the duty of headmen of villages to take care of sick and destitute travellers and they are prohibited from passing them on from village to village. The cost of their maintenance will be borne by Government, as also the expense of sending them to a hospital when necessary.

Stretchers.

395. One or two stretchers for carrying sick or injured persons to hospital shall be kept in town Police stations.

Hackney Carriage Accounts—Audit.

396. The head constable or contable in charge of the Hackney Carriage Accounts should take them every quarter to the Accountant, District Police Office, for audit.

Treatment of Lunatics.

397. (1) (*a*) Under Section 13 (1) of the Indian Lunacy Act, 1912 (Act IV of 1912), every officer-in-charge of a police station may arrest or cause to be arrested all lunatics found wandering at large and shall arrest or cause to be arrested all dangerous lunatics within the limits of his station. Every lunatic so arrested shall be taken forthwith to a first-class magistrate.

(*b*) By "at large" is meant that they are found at a distance from their residence, and obviously uncared for and uncontrolled by their proper guardians.

(2) Under Section 13 (2) of the said Act, it is the duty of every officer-in-charge of a police station immediately to report to a first-class magistrate any instance of a lunatic within the limits of his station not being under proper care and control or being cruelly treated or neglected by any relative or other person having the care of such lunatic.

(3) When a person arrested as a lunatic is being taken to the Magistrate, he may be confined in police lock-ups or sub-jails if no other place of safe custody is available. After his production, it will rest with the Magistrate to prescribe the place of detention. G.O.No. 1969 Judicial 11 Aug. 1879.

(4) Criminal lunatics should be confined in sub-jails or district jails according to the stage of the inquiry. G.O.No. 2762 Judicial, 25 Nov. 1880.

(5) (*a*) When a lunatic is sent to a mental hospital, the Magisterial or Police Officer who despatches the person is responsible that the escort is provided with sufficient means to provide such articles as milk, coffee, biscuits or any suitable cooked food for the use of the insane during his journey to the hospital. In case the insane refuses food or becomes sick, he should be taken to the nearest hospital. Every female insane should be accompanied by a female attendant or relative, in addition to the usual Police escort. G.O.No. 826, Judicial, 8 May 1896.

(*b*) Criminal lunatics, recovered and unrecovered, when sent by rail should not be allowed to mix with other passengers, but should be placed with their escort or attendants in a separate compartment.

(*c*) Police escorts for lunatics entitled only to lower class of accommodation by rail shall travel in the higher class in which lunatics in their charge travel and, in addition, will draw, in the case of constables, daily allowance and, in the case of others, half fare of the class by which they are entitled to travel at Government expense. G.O.No. 427, Public (Police), 11 Aug. 1932.

G.O. Ms. No. 1855, Home, 11 May 1951.

(*d*) A Police escort accompanying a mental patient for any purpose should wear plain clothes and be unarmed and provided with hand-cuffs to be used when necessary. A conveyance should be provided for taking him from place to place.

(6) When required by a magistrate, the Police shall obtain and furnish the information necessary for the compilation of a lunatic's medical history sheet. The Police should furnish the medical officer to whom a lunatic is sent for observation, with all available details as to his previous history and the alleged causes of his insanity.

(7) Every Police officer may recapture any lunatic who escapes from a mental hospital, provided that in the case of a lunatic not being a criminal lunatic, the power to recapture shall be exercisable only for a period of one month from the date of escape.

G.O. No. 1534 P.H., 27 Apr. 1939.

(8) When required by the Superintendent of the Mental Hospital, the Police shall take such steps as are necessary to bring to the Mental Hospital, a mental patient temporarily discharged therefrom, who is not produced before the Superintendent of the Mental Hospital whenever he is required to be produced or on the date of the termination of the period of temporary discharge.

NOTE.—In districts where the judiciary has been separated from the executive the judicial magistrate will exercise the powers under section 13 of the Lunacy Act.

Rabid dogs—Feeding charges.

G.O. No. 228, Development, 12 Feb. 1925.

398. Charges incurred in feeding dogs suspected of rabies that are brought by Police officers for observation at veterinary institutions both in the Madras City and in the mufassal, will be borne by the Veterinary department in cases where the owners of the animals are either unwilling or unable to pay the usual admission and feeding charges. The Police officers should furnish the Veterinary Officer in charge of the institution to which the dogs are sent for observation with such particulars of the case as will enable him to decide whether observation is necessary or not.

Police to accompany troops on the march.

399. Troops on the march should be accompanied by a Police Officer and a few constables to prevent misunderstanding between the troops and the people. For a small body of troops, a Sub-Inspector or head constable will suffice. If the numbers are large, an Inspector should be in attendance.

Medical treatment of Police patients.

400. The rules relating to the medical treatment of police patients are laid down in paragraph 317 of the Madras Medical Code, which are reproduced below :—

Policemen should be treated in hospitals or dispensaries including Rural Dispensaries of Modern or/and Indigenous medicine nearest or most accessible to their stations. They need not be removed to a separate Police hospital or District Headquarters Hospital but may be retained and treated in the nearest hospital easily accessible if the Medical Officer attending on them considers that complaint is one which could be treated by him properly and cured by him. If the Medical Officer however is of opinion that their transfer to a separate Police hospital or District Headquarters Hospital is necessary considering the nature of illness he should ascertain beforehand, except in emergent cases, whether accommodation will be available for them in the hospital to which they are proposed to be sent and then arrange for their transfer.

G.Os. No. 1670, P.H., 8 May 1939, No. 2739, P.H., 21 June 1940 and No. 1403, P.H., 15 April 1953.

Policemen treated in police hospitals, in special police wards attached to Government Local Fund or municipal hospitals will be treated as other Government servants in the matter of recovery of hospital charges. Where local bodies maintain police wards, the charges incurred by them will be paid by the Government in the manner provided in paragraphs 4 and 6 of G.O. No. 68, Medical, dated 19th September 1916. No charges (including charges for diet) will be recovered from the police personnel of non-gazetted status irrespective of their income.

G.Os. No 622 Medical 16th November 1920, No. 364 Public (Police), 4th August 1934 and 1991, P.H., 22nd August 1934.

(2) Special Police Officers injured on duty and admitted to Government medical institutions are entitled to free accommodation, diet and treatment. When they are admitted to Local Fund or Municipal Medical institutions, the charges, if any, leviable from them under the rules of the institution will be borne by the Government.

(3) When Policemen are treated as out-patients or as in-patients of a hospital where no special arrangements are made for their treatment, they will be subject to such rules as are applicable to other persons of the same status at the hospital in question; any charges leviable on them under the rules of the hospital will be borne by the Government.

G.O.No. 889, Home, 22 Feb. 1940.

401. The rules relating to the periodical medical examination of the members of the Madras Police Subordinate Service in the mufassal are laid down in paragraph 517 of the Madras Medical Code which are reproduced below :—

<u>Paragraph 517</u>.—The members of the Madras Police Subordinate Service in the mufassal should be medically examined once in two years. The Superintendents of Police should arrange for the examination of each member of the Police Subordinate Service by a Government Medical Officer or an honorary Medical Officer in sole charge of a Government medical institution, if any such officer is available at the station ; or if no such officer is available, by a medical officer, paid or honorary, attached to a medical institution of any of the following classes :—

G.O.No. 889, Home, 22 Feb. 1940.

(i) Local Fund and Municipal medical institutions for which a percentage contribution is given towards the pay of medical officers employed in them ;

(ii) Local Fund and Municipal institutions in respect of which the Government meet one half of the annual maintenance charges ; and

(iii) Local Fund and Municipal taluk headquarters medical institutions in respect of which the Government meet the entire salaries or a portion of the salaries of Government medical officers employed in them.

The examination should be free in all cases.

Instructions for publication in localities where soldiers shoot.

G.O.No. 160, Judl., 31 Jan. 1901.

402. The following orders and rules of law apply to the civil inhabitants of localities in which soldiers are permitted to shoot :—

(1) The civil authorities will explain the substance of the rules and orders in simple language in all villages and tracts where soldiers are in the habit of shooting, warning them that soldiers are on no account to be attacked and that any such attacks will be severely punished, so that the inhabitants will have no excuse for interfering unwarrantably with members of a shooting-party.

(2) Landlords, headmen and village police will also be warned that they are expected to give their assistance in avoiding disputes between villagers and soldiers out shooting.

(3) The rules for soldiers provide for punishment of a corps or detachment or district, in the event of the offenders not being discovered. A similar responsibility may be enforced upon villagers where affrays with soldiers have occurred

if the villagers generally, or a considerable number of them, have made an unwarranted attack upon a shooting party, but the actual offenders have not been brought to justice. The villagers will be warned that in such cases they are liable by law to have additional Police quartered upon them at their own expense.

(4) The villagers will also be warned that they are not in any circumstances to take the law into their own hands, but are to lodge any complaint they have to make in a legal manner.

(5) In cases which are not cognizable by the Police or where the prosecution is not undertaken by the civil authorities the civil district officer will inform the Commanding Officer to that effect for such action as the latter may consider fit to take.

403. Deleted.

CHAPTER XXIII.

CORRESPONDENCE.

General Rules.

404. (1) The name as well as the official designation of an officer should be set out at the head of every letter, memorandum or proceedings issued by him or from his office on his responsibility, irrespective of any signature which may be given by procuration at the end and irrespective of the authority or person to whom it may be sent.

(2) The use of *facsimile* signature stamps in lieu of sign manual in correspondence is forbidden. Official documents should be signed in a uniform and legible manner.

(3) When it is necessary to add a date to initials or signature, the year as well as the date and month should be shown.

(4) When a large number of enclosures is sent with a letter, a list of them should be forwarded.

Letters to be paid for.

405. All letters despatched by Government officers in their official capacity, in reply to communications of any kind received from private individuals or associations, should be despatched "service paid." G.O. 532, Pub., 22 July 1905.

Confidential communications.

G.O. 1151, Public, 21 Dec. 1963.

406. (1) (*a*) Covers containing official correspondence which is not of a confidential nature, should be addressed to the officer for whom they are intended by his official designation only and without the addition of his name.

(*b*) Confidential papers should be placed in double covers, the inner cover being marked "confidential" and sealed and superscribed with the name only of the addressee, the outer cover being addressed in the manner prescribed in the previous paragraph.

(2) Gazetted officers are supplied with an almirah for the custody of confidential papers. Such papers shall, as far as practicable, be kept in the officer's personal charge.

Demi-official communications.

407. (1) Demi-official covers should ordinarily be addressed to the officer for whom they are intended both by his name and by his official designation. Should the officer addressed by name have vacated his appointment, his successor or *locum tenens* should open such covers and deal with the communications enclosed if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential.

(2) Demi-official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted. If he has vacated an appointment and they are delivered to his successor or *locum tenens*, they should be forwarded to him direct if his address is known, and, if not, returned to the sender.

Demi-official letters to the Assistant Inspector-General.

(3) Demi-official letters from gazetted officers, of a purely personal nature, should be addressed to the Assistant Inspector-General. Such communications will, if necessary, be placed before the Inspector-General for orders.

Memo. 4498/52-3, Pub. (Ser.-C), 31 Mar. 1953, Memo 1590/53-2, Pub. (Ser.-C), 22 May 1953, and

(4) (*a*) Government have issued the following instructions in the matter of sending demi-official letters to senior officers and the appropriate forms of salutation to be generally used in such demi-official correspondence.

(i) Between members of any of the All-India Services, such as the I.C.S., I.A.S., I.P.S., I.A. and A.S., I.F.S., Indian Service of Engineers, etc., a junior member should use the form "Dear Sri A " or

"Dear Mr. A " in addressing a member of the same service who is senior to him by 10 years or more. He may use the form "My Dear A " in addressing others. Memo. 3093/53-1, Pub. (Ser.-C), 10 Sep. 1953.

(ii) A member of any of the All-India Services such as the I.C.S., I.A.S., etc., should address a member of any other such All-India Service by the form "Dear Sri A " or "Dear Mr. A " if there is a difference of 10 years or more of service between them; in other cases, the form "My dear" may be used.

(iii) Gazetted members of the State Service may use the form "Dear Sri A " or "Dear Mr. A " in addressing a member of the All-India Services, who may be their colleague or who enjoys the same or similar official status as themselves; in other cases, where they have to address a member of the All-India Service, it would be appropriate for them to use the form "Dear Sir."

(iv) As between members of State Services, they may appropriately observe the convention followed by All-India Services as laid down in instructions (i) and (ii) above.

(v) The position of a Collector in a district is slightly different. As the Head of the district, he can address all officers in the district or even Regional Officers stationed in the Headquarters by the form "My dear A" irrespective of their seniority. In addressing the Collector, members of the State Services having jurisdiction over a district or part of a district should use the form "Dear Sir"; Regional Officers of the State Services having jurisdiction over one or more districts like Superintending Engineers or Conservators of Forests should also use the form "Dear Sri A ."

(vi) As the District and Sessions Judges occupy a high place in the district administration, they may address the Collector as "My dear " and similarly the Collector may also address them as "My dear ."

(vii) In the case of women officers, the same instructions may be followed using 'Srimathi' or 'Kumari' as the case may be, in place of 'Sri.'

(*b*) In interviews and conversations with senior officials the term "Sir" should generally be used in greeting Ministers and high officials, in taking leave of them and in taking any instructions or orders from them. The following general instructions will be found useful in this connection:—

(i) The term "Sir" is appropriate when members of All-India Services address any member of the same service who is senior to him by ten years or more.

(ii) The term "Sir" will be appropriate when members of the All-India Service, other than the I.C.S., or I.A.S., address members of the I.C.S. or I.A.S. if there is a difference of ten or more years of service between them.

(iii) The term "Sir" will be appropriate when members of the State Services address members of the All-India Services who are not their colleagues or who do not enjoy the same or similar official status as themselves.

(iv) An I.C.S. or an I.A.S. officer may say "Mr. " when addressing in interviews and conversations, Officers of the All-India Services other than I.C.S. or I.A.S. who are senior to him by more than ten years in age or in gazetted service.

Officers will pay due attention to these accepted forms of salutation in correspondence and in conversation.

Form of Address.

408. (1) (*a*) In all official correspondence and Government records only the following honorifics will be prefixed to the names of Indian Nationals, men and women, irrespective of race or religion of the person concerned :—

G.O. 2856, Pub. (Pol.), 9 Dec. 1952.

For men—Sri

For women—

if married—Srimathi

if unmarried—Kumari.

G.O. 986, Pub. (Pol. B) 10 Apr. 1953.

So far as men are concerned each name should have the honorific "Sri", for example, "Sri Ramakrishna" and "Sri Ganapati" and no need should arise for a plural for "Sri." For women "Srimathis" and "Kumaris" should, however, be used as plurals for "Srimathi" and "Kumari" respectively.

G.O. 526, (Pub. Pol) 14 April 1954.

(*b*) No honorifics need be used while addressing firms, or companies, irrespective of whether they contain the names of Indian Nationals or foreign names. They will be addressed simply as "Spencer and Co." "Simpson and Co.", etc.

Memo. 1280/53-2, Pub. (Pol.-B), 6 May 1953.

(*c*) Separate honorific prefixes for non-Indian Nationals besides "Sri", "Srimathi" or "Kumari" are unnecessary. As far as possible "Sri", "Srimathi" or "Kumari" as the case may be should be used as prefixes to all, except in the case of personalities of international importance, where prefixes appropriate to them (i.e., commonly used in their respective countries) may be used.

(*d*) The honorific " Srimathi " may be used for widows also and " Sri " may be used for boys. Memo. 2339/53-1, Pub. (Poi.-B), 16 May 1953.

(2) Medical practitioners of the scientific system of medicine (except those who hold military ranks) whether in the service of Government or otherwise should be addressed by the courtesy title of " Dr." before their names and with their degrees, licences and service (in the case of Government servants) added at the end, example : G.O. 1758, Pub. (Pol.) 29 June 1943.

" Dr. , M.B. B.S., Madras Medical Service."

" Dr. , L.M.S., Madras Medical Service."

" Dr. , L.M.P., Madras Medical Subordinate Service."

* NOTE.—For those who are not in the service of the Government, the name of the service shall be omitted.

Form of correspondence with Tahsildars and Sub-Magistrates.

409. Correspondence between a gazetted Police Officer and a Tahsildar or Sub-Magistrate may be by letter or in the form of endorsement but the endorsement form should be used in preference to the letter form whenever possible. Proceedings or similar mandatory forms implying subordination should not be used. The letter form should be in the simplest, briefest and most direct style. G.O. 895, Rev., 7 June 1923.

Form of correspondence between Station-house officers and officers superior in rank to them.

410. Sub-Inspectors and station-house officers shall address Inspectors and gazetted officers of Police, Magistrates, Tahsildars, officers of the Salt, Central Excise and Customs departments of and above the rank of Inspector and other Government officers of corresponding rank by letter in Form No. 68 using the following formula :—

" Sir,

Yours faithfully "

Between Inspectors and officers superior in rank to them.

411. The same style of address shall be adopted by Inspectors when addressing officers superior in rank to themselves.

Between Inspectors, Sub-Magistrates, etc.

412. Inspectors shall address Sub-Magistrates, Tahsildars and Inspectors of the Salt, Central Excise and Customs departments by letter form :—

" Sir,

Yours faithfully."

Memorandum Form of correspondence.

G.O. 5, Pub. 4 Jan. 1921. **413.** (1) The Government have authorized the use of the memorandum form of correspondence within the Police department.

Memorandum Form Book.

(2) The Memorandum Form Book (Form No. 68) is intended for all correspondence, including correspondence with the magistracy, for which no particular form is prescribed.

Correspondence with the United Kingdom and the colonies.

G.O. Ms. 4225, Home, 28 Sep. 1950. **414.** The Head of the State Police Force may communicate direct with his opposite number in the United Kingdom and the colonies in connection with the investigation of specific crimes of non-political character. All references about political crimes and all other references about policies and general information should, however, be routed through the Director, Intelligence Bureau, Ministry of Home Affairs, Government of India.

Correspondence with Finger Print Bureaux in Pakistan.

G.O. Ms. 3954, Home, 6 Oct. 1949. **415.** Direct correspondence between the Finger Print Bureaux in India and their opposite numbers in Pakistan on purely routine matters such as search slips of convicts, etc., may be continued as before partition. Such correspondence should, however, be subject to the concurrence of the Deputy Inspector-General of Police, Railways and C.I.D., Madras. Correspondence on other than purely routine matters should, however, be routed through the Ministry of External Affairs of the Government of India.

Correspondence.

416. Direct correspondence on routine and non-controversial matters between officials of Madras State and those of the adjoining States. G.O. 3736, Pub. (Pol.) 19 Sep. 1950 and Memo. 450-B/51, Pub. (Pol. B), 29 Apr. 1953.

(1) To facilitate matters in day-to-day administration the Heads of Departments and certain others mentioned in column (1) of the statement below, are permitted to correspond directly on routine and non-controversial matters on the subjects mentioned in column (2) thereof with the State officials mentioned in column (3).

Statement showing subjects in which officials of the Madras Government may correspond with officials of the adjoining State Governments.

Officer or officers of the Government of Madras who are permitted to correspond direct.	*Subjects in which correspondence is permitted.*	*Officer or officers of the adjoining State pemitted to correspond direct with the officers ot the Madras Government.*
(1)	(2)	(3)
	Police Department.	
Officers of and above the rank of Inspector of Police.	Matters relating to frontier crime and criminals.	Officers of and above the rank of Inspector of Police.
Do.	Exchange of intelligence.	Do.
Do.	Surveillance of gangs and ex-convicts and checking of ex-convicts.	Do.
Do.	Enquiries regarding antecedents of persons.	Do
Do.	Circulation of lists of property.	Do.
Do.	Recovery of property and documents wanted in criminal cases and recording statements of persons.	Do.
Do.	Assistance for investigation.	Do.
Do.	Pay of moneys such as rewards.	Do.
Do.	Frontier beats and patrols.	Do.
Do.	Information about Police officers on leave or ex-members of the Police and their families.	Do.
Do.	Frontier meetings	Do.
Do.	Correspondence on any other matter necessary for the successful investigation of cases and tracking down of criminals.	Do,

Officer or officers of the Government of Madras who are permitted to correspond direct.	*Subjects in which correspondence is permitted.*	*Officer or officers of the adjoining State permitted to correspond direct with the officers of the Madras Government.*
(1)	(2)	(3)
	Police Department—cont.	
Commissioner of Police.	Correspondence on any other matter necessary for successful investigation of cases and tracking down of criminals and information of a routine nature relating to the administration of the Police department.	Inspector-General of Police.
Do.	War watching and other defence operations.	Do.
Inspector-General of Police and officers of and above the rank of Deputy or Assistant Superintendent of Police.	Transfer of cases between Madras State and other States.	(1) Commissioner of Police for the City and Superintendent of Police for the districts and also Assistant Superintendent of Police, Hyderabad. (2) Inspector-General of Police in Mysore and officers of and above the rank of Superintendents or Assistant Superintendents of Police. (3) Inspector-General of Police, Trivandrum.
Office of not lower than the rank of Assistant Superintendent of Police.	Verifying the antecedents and character of Police recruits.	Officers not lower than the rank of Assistant Superintendent of Police, Mysore. Inspector-General of Police, Trivandrum.
Inspector-General of Police.	Verification of sale of arms.	Inspector-General of Police, Mysore. Inspector-General of Police, Trivandrum.
Superintendent of Police, Special Branch, C.I.D., Madras.	All political matters (Communists and allied organizations, Forward Block; Muslim League and allied organizations; and other minor political organizations).	(1) The Inspector-General of Police, Trivandrum. (2) The Deputy Inspector-General of Police, Special Branch in Mysore, Bangalore. (3) The Deputy Inspector-General of Police, C.I.D., Hyderabad State.
Deputy Inspector-General of Police, Railways and C.I.D., Madras.	Foreigners .. .. .. Verification of antecedents of persons, Liaison with State (Frontier meetings to exchange political intelligence).	

Officer or officers of the Government of Madras who are permitted to correspond direct.	*Subjects in which correspondence is permitted.*	*Officer or officers of the adjoining State permitted to correspond direct with the officers of the Madras Government.*
(1)	(2)	(3)
	Police Department—cont.	
Sub-Inspectors or Station-house officers.	Routine matters not controversial in nature.	Officers of the Mysore and Hyderabad States of rank corresponding to that of a Sub-Inspector. Inspector-General of Police, Trivandrum.
Police Radio Officer.	Matters relating to the mechanical working of the Radio net work.	Inspector-General of Police, Hyderabad, District Superintendent of Police, Armed Reserve, Trivandrum, or Assistant Superintendent of Police, Wireless Section, Armed Reserve, Trivandrum, Wireless Officer, Mysore and Police Wireless, Bangalore.
	Miscellaneous.	
Collectors or the District Magistrates, as the case may be.	Arms licences and working of the Arms and Explosives Act.	Chief Secretaries of the States concerned.
Commissioner of Police, Madras, and the District Magistrate.	Routine matters relating to the working of the Arms Act and Explosives Act.	Surgeon-General, Trivandrum, and District Magistrate concerned.
District Magistrate, Malabar.	For licence to import sulphur, etc.	Chief Secretary to Government, Trivandrum.
Collectors or the District Magistrates, as the case may be.	Licence for import of arms, etc., to Madras State from Mysore and other States.	District Magistrates of the districts in the States concerned.
Do.	Magisterial matters ..	Chief Secretaries of the States concerned. District Magistrates of Mysore State.
Do.	Enquiry into pauper petitions and supply of information regarding the solvency of persons residing in the State.	Hyderabad State—District Judges, Collectors; Registrar, High Court, Bangalore; Collectors concerned in Trivandrum, Quilon, Kottayam and Trichur.

Officer or officers of the Government of Madras who are permitted to correspond direct.	*Subjects in which correspondence is permitted.*	*Officer or officers of the adjoining State permitted to correspond direct with the officers of the Madras Government.*
(1)	(2)	(3)
	Miscellaneous—cont.	
Collectors or the District Magistrates, as the case may be.	Examination of witnesses on commission.	Hyderabad State—District Judges and Magistrates or the Collectors; District Magistrates concerned, i.e., of Trivandrum, Quilon, Kottayam, Registrar, High Court, Bangalore; District Magistrate, Trichur.
Commissioner of Police or District Magistrate.	Working of the Cinematograph Act, 1918.	Inspector-General of Police and District Magistrate.

(2) Copies of routine correspondence intended for Hyderabad State officials should invariably be sent to the Chief Secretary of that Government also.

(3) In cases of doubt and in respect of correspondence with other State Governments, the Government in Public (Political) Department should be consulted.

Correspondence with Ministers.

G.Os. Ms. 064, Pub. (Genl.-B), 7 Dec. 1948, and 3988, Pub. (Ser.-C), 31 Oct. 1950.

417. Whenever local subordinates are asked by Ministers to enquire into any matter or make reports, the reports should be sent through the head of the Department concerned and the concerned Department in the Secretariat. Heads of Departments also should not correspond direct with Ministers except through the concerned Department in the Secretariat. On rare occasions, whenever they are asked to furnish immediate information by Ministers, when a rigid adherence to the above procedure may result in some delay, however little it may be, which may defeat the very object with which the information may have been sought, they can, in addition to their regular reports through the normal channel, send a copy direct to the Minister. Any further instructions or orders on the subject will continue to emanate, as at present, only from the concerned Department of the Secretariat or the concerned head of the Department.

Unpaid letters.

418. Unpaid letters superscribed as on public service but not signed by a person authorized to frank, must be accepted.

Orders on petitions.

419. Petitions received from persons outside the department should not be returned in original but an order should be communicated to the sender.

Nil returns.

420. Printed forms of returns should not be used when the return is a 'Nil' one. A half sheet of paper can be used.

Payment for telegrams.

421. All telegrams and other communications from officers of Government regarding their leave, pay, transfer, leave allowance, fund subscriptions and analogous matters are private and not official and should not be sent at the public expense. If a telegraphic reply to any such communication is desired, it should be prepaid. G.O. 449, Pub., 13 Apr. 1914.

Corrections in records.

422. All corrections and alterations in police records should be made by drawing a line through the original entry so as not to obliterate it, and writing the required alteration above and initialling it.

Telegraphic addresses.

423. (1) The following abbreviated telegraphic addresses have been registered for officers in this State :—

Officers.	Abbreviated address.
Inspector-General of Police	* Nystagmus.
Commissioner of Police, Madras ..	* Quyadbibo.
Deputy Inspector-General of Police, Railways and C.I.D., Madras.	* Digryscid.
Deputy Inspector-General of Police ..	Depupol.
Superintendent of Police	Dispol.
Assistant Inspector-General of Police.	Astantpol.
Superintendent of Police, Government Railway Police.	Railpolice.
Central Crime Police Station, Madras ..	Cripolstat.
Superintendent of Police, Special Branch, C.I.D.	Special.
Superintendent of Police, Madurai Urban.	Urbanpol, Madurai.
Superintendent of Police, Madurai North.	Nordispol, Madurai.
Superintendent of Police, Ramanathauram at Madurai.	Ramdispol, Madurai.

(2) Telegraphic addresses of the undermentioned officers are as follows. They have not been registered :—

Designation.	Telegraphic address.
Assistant Superintendent of Police ..	Assistant Police Superintendent.
Deputy Superintendent of Police ..	Police Deputy Superintendent.
Inspector of Police	Police Inspector.
Sub-Inspector of Police	Police Station.
Inspector of Police, Government Railway Police.	Railway Police Inspector.
Sub-Inspector of Police, Government Railway Police Station.	Railway Police Station.
Principal, Police Training College ..	Principal, Police College.
Principal, Police Recruits' School ..	Principal, Police School.
Police Radio Officer, Madras	"Radiopol".
Examiner of Questioned Documents, Madras.	"Questdoc".

PART IV—PARTICULAR BRANCHES OF THE DEPARTMENT AND VILLAGE POLICE.

CHAPTER XXIV.

ARMED RESERVES.

District Armed Reserve.

G.O. 40, Pub. (Pol.), 4 Feb. 1936.

424. At each district headquarters there will be kept a body of armed men called the district Armed Reserve. This force must be available to deal promptly with ordinary tumults and local disturbances.

Deputy Inspector-General's Armed Reserves and Railway Police Armed Reserves.

G.O. Ms. 1081, Home, 8 Apr. 1946.

425. (1) In addition to the platoons of the regular District Armed Reserves, additional platoons called Deputy Inspector-General's platoons and Railway Police platoons are stationed at the headquarters of certain districts as noted below :—

(*a*) Deputy Inspector-General's Armed Reserve platoons are stationed at the following places :—

St. Thomas Mount, Madurai, Ramanathapuram at Madurai, Salem, Coimbatore and Tiruchirappalli.

(*b*) The Railway Police Armed Reserve platoons or half-platoons are stationed in the following places :—

St. Thomas Mount, Vellore, Cuddalore, Tanjore, Madurai, Ramanathapuram at Madurai, Salem, Coimbatore and Tiruchirappalli.

(2) The Deputy Inspector-General's Armed Reserves will be utilized at the discretion of the Deputy Inspector-General concerned. They will be local strategic forces under the direct orders and disposal of the Deputy Inspector-General concerned. For purposes of training and discipline, the platoons of the Deputy Inspector-General's Armed Reserves will form part of the District Armed Reserve of the district to which they are attached.

(3) The Railway Police Armed Reserves will, for the purpose of training and supervision, form part of the District Armed Reserve of the district to which they are attached in the same way as the Deputy Inspector-General's Armed Reserve. The Superintendent of Police, Railway Police, Tiruchirappalli, will call upon the Superintendent of Police concerned to provide for railway protection purposes as and when required, the platoons reserved for railway police work.

In the event of a Superintendent of Police requiring the help of additional Armed Reserve, he should first apply to his Range Deputy Inspector-General of Police who will inform of any movement of the Deputy Inspector-General's Armed Reserve platoons ordered. The Deputy Inspector-General of Police Armed Reserve platoon stationed at Tiruchirapalli should not be moved by the Deputy Inspector-General of Police, Southern Range, without the Inspector-General's prior orders if available nor will Deputy Inspector-General of Police, Central Range, use it outside Tiruchirappalli City within a radius of five miles.

Movements of Armed Reserves—Information to be given to Collectors.

***426.** (1) The Superintendent should give information to the Collector of—

(*a*) the mobilization of the District Armed Reserve stating the reasons therefor, and

(*b*) the despatch of any part of the District Armed Reserve to suppress riots, or to maintain order in disturbed areas, or, under the orders of the Inspector-General, to do duty in another district.

Memo, 1737-1, Pub. (Pol.), 1 May 1931.

Mobilization of neighbouring Reserves.

(2) (*a*) In cases of emergency any Superintendent may apply to the Inspector-General through the Deputy Inspector-General of Police for such reinforcements to his District Armed Reserve as he considers necessary.

G.O. 406, Pub. (Pol.), 18 July 1930.

(*b*) Government have laid down that before ordering the movement of an Armed Reserve or a portion of it from any particular district to another, the Inspector-General should consult the Collector concerned if there is time to do so. If, however, in an emergency, there is no time for such prior consultation, he may act at his discretion provided that he informs the Collector concerned as early as possible of any orders that he may issue and the reasons for them. Any orders issued by him bearing on the maintenance of law and order such as, for example, instructions to the Armed Reserves, should be communicated for information to the Collector concerned.

G.O. Ms. 1081, Home, 8 Apr. 1946.

(3) Whenever a detachment of the Armed Forces of a district whether District Armed Reserve, Deputy Inspector-General's Armed Reserve or Railway Police Armed Reserve is deputed for duty outside its own district, the Superintendent of Police of the district to which the detachment is attached should keep the Inspector-General and the Deputy Inspector-General of Police informed of its movements by sending prompt report on the despatch and return of the detachment. The purpose for which it is deputed and the number of platoons or sections despatched should also be stated.

How to be armed.

*427. When called out for duty connected with the maintenance of the peace the Jamadar of an Armed Reserve shall be armed with revolver and the head constables, naiks, lance naiks and men with rifles and fifteen rounds of ball ammunition unless ordered to the contrary.

Organization and formation of Armed Reserves.

G.O. Ms. 1081, Home, 8 Apr. 1946.

*428. (1) Each Armed Reserve will be treated as a company which will consist of the headquarter wing comprising of specialists like motor transport staff, armourers, carpenters, tailors and orderlies and regular platoons each under a Sergeant. A platoon will consist of four sections and a section will consist of one head constable, one naik, one lance naik and 12 constables including two constables for vacancy reserve. The headquarter wing will have its

own vacancy reserve. Rebrowning staff is provided in the headquarter wing of the Armed Reserve of Tiruchirappalli district.

(2) (*a*) A Reserve Inspector will be the Company Commander. A platoon will be under the command of a Sergeant, a section under the command of a head constable and a half section under the command of a naik or lance naik.

(*b*) The Deputy Inspector-General's platoons and Railway Police platoons will also be under the command of the Reserve Inspector but will form a separate platoon under a separate Sergeant.

Ordinary duties of the District Armed Reserve.

***429.** (1) The duties to be performed by each Reserve will be classified as 'fixed' and 'fluctuating' duties. Men required for 'fixed' duties, i.e., duties the nature of which is such that the men performing them cannot be changed from those duties in times of emergency, e.g., armoury staff, motor transport staff, orderlies, etc., are provided for in the headquarter wing outside the formation strength of platoons. Men required for 'fluctuating' duties, i.e., duties the nature of which is such that the men who perform them can and must be changed frequently, e.g., guards, escorts and other miscellaneous duties, will be found from the formation strength of platoons. The platoon or platoons employed for the time being on fluctuating duties will be styled the 'duty platoon or platoons'.

(2) The duty platoon or platoons will be employed as such for a week at a time in rotation, the other platoon or platoons being mobilized and exclusively engaged in training when not called out for bandobast or the maintenance of the peace or other definite duty of the kind. G.O. Ms. 1051, Home, 13 Mar. 1942.

(3) (*a*) The District Armed Reserve shall furnish guards and escorts at headquarters, and parties for preserving order at festivals and large public assemblies, and for maintaining the peace when disturbance is anticipated.

(*b*) The employment of the Reserve Police on festival bandobast duty should, however, be restricted as much as possible. When it is found necessary to send a party of Armed Reserve Police to a festival, they should be kept apart as a Reserve to be used in case of emergency and should not be employed on isolated duties.

(4) (*a*) All Head Constables, Naiks, Lance Naiks and Police Constables in an Armed Reserve should have a clear day off-duty at regular intervals of not less than six days, the week starting from Sunday. Ordinarily the whole Armed G.O. Ms. No. 857, Home, 30 March 1954.

Reserve except the " Emergency strength" ,the stand-to Motor Transport staff, guards, etc., will have its off-duty on Sunday. This " Emergency strength " with stand-to Motor Transport staff, guards, etc., which were on duty on the Sunday will have their off-duty day on Thursday. The Reserve Inspector of each Armed Reserve will draw up in advance a list of head constables, naiks and lance naiks and police constables entitled to a day off-duty in the ensuing week and post it on the Notice Board.

(*b*) No one on his off-duty day may leave his headquarters without permission.

(*c*) If, in the public interest, any Head Constable, Naik, Lance Naik, or Police Constable is not given a day off-duty in any week, he shall be granted remuneration for the extra-time duty at Rupee one per day. Each Reserve Inspector of the Armed Reserve will maintain a register showing the names of Head Constables, Naiks, Lance Naiks, or Police Constables who are eligible to draw this extra-time remuneration with full details as to the circumstances in which off-duty days could not be allowed. A copy of these entries should be sent to the District Police Office once in a month when such claims are preferred.

Emergency Strength.

* **430.** † (1) A minimum " Emergency strength " will be laid down for each Armed Reserve and it must always be available and ready for immediate action.

(2) The minima prescribed are additional to the Deputy Inspector-General's and Railway Police Armed Reserve platoons which should always be available for action in full.

(3) Men of the Armed Reserve for duty on emergency shall be deputed in complete sub-formations—platoons, sections or half-sections—as the situation to be dealt with may require.

Duties of the personnel of the District Armed Reserve.

* **431.** The duties of the Reserve Inspector and his subordinates are set-out below :—

Reserve Inspector

(1) The Reserve Inspector shall consolidate the company war or platoonwar rosters daily after checking them. He shall record his arrival and departure in the Armoury General Diary. He shall personally maintain all other records of the Armed Reserve. He shall hand over his sealed duplicate

† Clause (1) alone is a starred order.

keys to the District Police Office Superintendent if the Armed Reserve is stationed at district headquarters, when he leaves headquarters. He shall provide by specific written orders issued weekly for the checking of all Armed Reserve guards.

Headquarter Sergeants.

(2) (i) The Headquarter Sergeant who is in direct charge of the headquarter wing will be the Staff Sergeant of the Armed Reserve and will work directly under the control and supervision of the Reserve Inspector. He will perform such miscellaneous duties as may be assigned to him from time to time by the Reserve Inspector. G. O. Ms. 1081, Home, 8 Apr. 1946.

(ii) He will be in charge of all motor transport, accessories, and personnel. He shall check the mileage done by the lorries and the petrol used, once daily and make a record of this in the lorry diary. He shall maintain all motor registers. viz., M.T. Returns, Petrol Register and Lorry Hire Register. He will also be in charge of musketry apparatus and sports gear.

(iii) He will be in charge of the cycles and spares. He shall hold cycle cleaning parades weekly on Thursdays and inspect all cycles. He shall make a record of this inspection in the General Diary and note the condition of the cycles. He will take the necessary steps to get cycles repaired and report separately all cases of damage not due to fair wear and tear. All District Police Office cycles and cycles with Gazetted Officers in headquarters shall be produced at these parades. He will maintain the Cycle Register and the History Sheets. vide correction slip

(iv) He will be in charge of all Non-Commissioned Officers training cadres, training in Tear Gas and other training classes that may be held from time to time. This arrangement will not, however, relieve the Reserve Inspector of the Armed Reserve of his responsibility in regard to the control and supervision of all departments of the Reserve. The Headquarter Sergeant will be held responsible for checking the daily work done by the Armourer. He should attend parades twice a week along with the headquarter wing and such other parades as ordered by the Superintendent of Police.

(v) Platoon Commanders will be held responsible for the arms cleaning of their own platoons.

Orderly Sergeant.

(3) (i) The Orderly Sergeant will be responsible for the safe custody of the Railway Warrant and Bus Warrant Books.

(ii) He will be in charge of all arms and ammunition in the Armoury.

(iii) He will be responsible for all working keys while sealed covers containing duplicate keys will be in the possession of the Reserve Inspector.

(iv) The Orderly Sergeant shall not leave the Reserve lines without the written permission of the Reserve Inspector to be recorded in the General Diary and when such permission is granted he shall be regularly relieved by the Reserve Inspector or by another Sergeant. Whenever the Orderly Sergeant leaves the vicinity of the Armoury he shall hand over charge by entry in the General Diary to the Guard Commmander.

(v) He shall put the Armoury clock right daily.

(vi) He shall be responsible for the maintenance of the General Diary in which everything that happens in the Armoury shall be recorded. He shall exchange charge under record and signature in the General Diary whenever he leaves the Armoury and returns to it.

(vii) He shall depute all escorts or parties of men and issue passports to them and note the departure and arrival of all escorts including escorts from other districts and parties of men, in the General Diary. He shall inspect all men going out on escort and other duty both before they go on, and after they return from, such duty. He shall check all equipment or stores or other material issued to them or brought by them and make a record of such in the General Diary.

(viii) He shall mount and relieve Armoury, Magazine and District Police Office guards and other guards in District Headquarters.

(ix) He shall receive all sick men from Platoon Sergeants and see that all names are entered in the Sick Register before they are marched to hospital. He will also obtain the Medical History Sheets of the men reporting sick and send them with the Non-Commissioned Officer in charge of the sick so that the necessary entries could be made by the Medical Officer in the case of men discharged. On discharge, the Medical History sheets of the discharged men will be returned to the Platoon Sergeant.

Platoon Commander Sergeant.

(4) (*a*) Each Sergeant in charge of a platoon shall maintain the duty roster of his platoon. The Reserve Inspector shall communicate general orders for the deputation of men for duty to him.

(b) The Platoon Commander Sergeant shall receive all sick reports of his platoon and produce men before the Orderly Sergeant to be passported to hospital. He shall form up his men on parade and have ready for presentation to the Reserve Inspector a parade statement showing details of the jamadar, head constables, naiks, lance naiks, and constables who are present and accounting for absentees. He shall nominate head constables and men of his platoon for duties as may be required and shall, if he is not himself Orderly Sergeant, inspect them before sending them to the Orderly Sergeant to be passported. He shall report head constables and men who misbehave and shall be responsible for producing them at Orderly room. He shall be responsible for the carrying out of orders awarding extra drill or guards to head constables and men of his platoon. He shall serve orders received from the Reserve Inspector upon head constables and men of his platoon, and take their explanations for misconduct as required.

Jamadar.

(5) The Jamadar shall assist the Reserve Inspector or Sergeant under whom he works with the scriptory and general work of the Armed Reserve platoon to which he is attached. He will also be responsible for the state of the lines and other Armed Reserve buildings and the parade ground in rotation under the orders of Reserve Inspector, Armed Reserve. He shall report any irregularity or misconduct in the lines to the Platoon Sergeant concerned and to the Reserve Inspector and shall take immediate steps to correct it.

Other ranks.

(6) (a) Men in the mobilized platoon or platoons will have Sunday free. Any fatigue that has to be done on Sundays will be done by the men of the 'Duty platoon or platoons'.

(b) The armourer and his assistant will attend all alarms and all morning parades at headquarters on Mondays and Fridays. Similarly all orderlies not on duty will attend on those days.

(c) The head constable-mechanic will be responsible for the maintenance of the motor vehicles in good repairs and efficient condition.

Orderly Room.

(7) The holding of orderly room is a very important function for the maintenance of discipline based on publicity, fairplay and the redress of just grievances which are not to be stifled. The Superintendent or the Personal Assistant

to the Superintendent of Police or the Subdivisional Officer stationed at district headquarters should hold orderly room once a week at about 10-30 a.m. Orderly Room, will of course, be held on all other working days, except Thursday, by the Reserve Inspector himself. All matters of discipline and general administration should be dealt with, at orderly room, Platoon Commanders marching in their own men and being present whilst orders are passed or requests and complaints considered. As far as possible all representations from the men should be dealt with there, as also the sanction of leave, the grant of General Provident Fund advances, requests for transfers, the location of line huts, etc., individual applicants and those who wish to make representation will be marched in, the orders being passed and intimated to them then and there. A diary should be maintained for the orders, etc., issued at the orderly room. The need for frequency in holding orderly room is stressed. Thereby time is actually saved, justice is swiftly meted out and grievances are handled before they are magnified by brooding. Disciplinary matters requiring action by the gazetted officer at his orderly room will be brought before him by the Reserve Inspector who will deal with his own cases prior to the time fixed for the gazetted officer to sit.

Annual mobilization.

***432.** (1) All Armed Reserves are to be mobilized once a year, or at any time which the Superintendent may consider to be most convenient. The Armed Reserves are then to be drilled for fifteen days, both the Superintendent and Subdivisional Officers being present at the drill and taking an active part in it. It is most important that officers should not permit themselves to become so rusty in their drill that they are unable efficiently to command their Armed Reserves in the absence of the Reserve Inspector.

(2) Superintendents are personally to supervise the organization of the mobilized Armed Reserve and, as a rule, they should remain at headquarters so long as the mobilization continues.

Mobilization orders.

***433.** (1) Standing orders for mobilization shall be drawn up.

(2) In these shall be detailed the standing duties of the District Armed Reserve and the circle or stations which will supply men to fulfil each of these duties. A copy of the orders shall be hung up in each station concerned.

(3) Instructions on the following points shall be given in respect of the men to be sent in from the district :—

(*a*) the number of men of each rank to be sent ;

(*b*) how their work will be carried on in their absence ;

(*c*) to whom and where they should report themselves ;

(*d*) what their duties will be ;

(*e*) what arms, if any, they should take with them ; and

(*f*) that full kits will be taken.

(4) It shall be laid down that men will be passported direct to the place where they are to do duty.

Circles not to be unduly weakened.

(5) Care should be taken, when drawing up mobilization orders, not to weaken unduly the important circles.

Armed Reserve on detachment duty.

434. In the case of a sub-formation of an Armed Reserve on detachment duty—

(1) The senior officer of the detachment should post up particulars of daily attendance for duty and absentees in his notebook.

(2) A Sergeant in charge of a platoon on detachment duty should attach to his daily report a statement accounting for the daily employment of all ranks in his platoon. If the detachment is employed outside the district to which it belongs, copies of the daily report should be sent to the Superintendents, both of the district in which the detachment is employed and of the district to which it belongs.

435. The curriculum for intensive training of the Armed Reserves will be as follows :—

The training will be done on the following lines :—

(*a*) From March to November inclusive, Superintendents will see that the weekly progra mme of work provides for parades of one and half hours' duration each morning except Sunday and Thursday, parades of 45 minutes' duration each evening except Sunday or Thursday, or other day if locally indicated, e.g., shandy, with lectures three times a week between 9-30 and 10-15 a.m. by the Reserve Inspector or by a Sergeant. The annual musketry course should be fired during the months when rain will not interfere. Hours

of work for men doing musketry on the range will be specially detailed. Due provision will be made for regular instruction and training in—

Squad, Company and Arms Drill,
Skirmishing (instructions),
P.T., B.T. and Lathi Drill,
Route marches and small tactical schemes.
Mob operations,
House surroundings,
Camp layout and discipline,
Field firing,
Bayonet fighting,
Construction of bivouac shelters (instructional),
Tent-pitching,
Musketry (instructional),
Care of arms,
First-aid (selected men),
Anti-malarial measures and sanitation,
Care of clothing and equipment,
Section leadership,
Night marching by compass,
Cooking (selected men), and
Games.

(*b*) *December to February.*—Specially intensified training should be given to the mobilized portion of the Reserve in each of these months.

The ordinary parade programme in December, January and February, should provide for two hours' work in the mornings and one hour's work in the evenings instead of the one and half hours and 45 minutes prescribed in item (*a*) above and for lectures on five days of the week. Superintendents will attend as many parades as possible during this period and see that the training given becomes definitely intense so that the men are thoroughly tried out. Subdivisional Officers should also be brought into headquarters at this time for a fortnight each, as convenient, and should attend parades daily unless prevented by other really urgent work.

Lathi exercise and mob operations.

G.O. Ms. No. 1659, Home, 1 Apr. 1941.

436. The following instructions should be observed in practising lathi exercises and mob operations in Armed Reserves, and Special Forces :—

(1) *Lathi exercises with stationary dummies—Arrangement of dummies.*—Dummies should be fixed in rows in cement blocks in the ground for lathi exercises, i.e., cuts and jabs.

The dummies should be made of gunny bags stuffed with straw and should resemble roughly a human body. A wooden post with two cross bars fixed thereon will form the skeleton around which the dummies should be built. These dummies should be let into holes in cement blocks specially constructed in the ground, and should be removable when not required for use. When fitted in the cement block, the height of the dummy above the ground should be about 5 feet 6 inches made up as follows :—

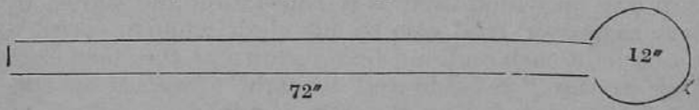
Head	1 foot.
Body	3 feet.
Legs	$1\frac{1}{2}$,,

The cement blocks into which the dummies are fitted may be made of brick and lime-mortar and plastered with cement. The blocks should extend into the ground about 2 feet 3 inches and be about 18 inches square. The hole in the centre of the cement block should correctly fit the bottom of the centre post of the dummy and be about 2 feet in depth. These blocks are permanent fixtures to the ground and may be covered with wooden planks or stone slabs when not in use.

(2) *Lathi exercises with mobile dummies—Arrangement of dummies and practice*—Dummies made of straw and gunnies should be fitted on trolleys and lathi training in mob operations practised.

The dummy should be built approximately to the size of a man and made mobile by being fixed on a four-wheeled trolley made of wood. The trolleys should be propelled by hand.

(3) *Lathi training sticks.*—Light lathi training sticks, 6 feet long with a straw and sacking blob 1 foot in diameter as illustrated below, should be used in all Armed Reserves and Special Forces for practising mob operations :—



Twenty or thirty men representing a large mob armed with these training sticks could receive a lathi charge on the blobs and present the blob to their opponents in diverse positions corresponding to all the strokes in lathi play as in bayonet training. Such an arrangement will provide unlimited scope for charges and counter-movements, attack and defence and most important to the handling and control of half sections by their leaders using the various signals as in section 106 of the Drill and Training Manual.

Retirement in the face of a hostile mob as well as realistic operations for the dispersal of such mobs blocking side streets as advances are made up main thoroughfares should also be regularly practised.

Mob operations should not be confined to the parade ground but should be carried out in streets and in any other suitable place locally.

(4) *General.*—The general idea is that the practices should be carried out in a manner as realistic and practicable as possible. The necessity for carrying out these operations so as to develop and encourage initiative and resource in platoon and section commanders cannot be too strongly emphasized.

Rewards for best shots.

G.O. No. 119, Judicial, 27 Feb. 1923.

437. Money prizes of the following values may be awarded to the best shots in District Armed Reserves :—

Gold badge	Rs. 10.
Silver badges	Rs. 5, 3 and 2, respectively, for the first three.

Cash-book in Armed Reserves—Maintenance—Iustructions.

438. (1) A cash-book in C.F, No. 119 shall be maintained in all Armed Reserves. It will be a record of all cash transactions of the Armed Reserve. All moneys received on the Government account, whether in cash, cheques, cash orders, remittance transfer receipts, passed bills, etc., which are convertible into cash shall be brought to account in it.

(2) The book shall be in the custody of and maintained by the Reserve Inspector himself. It shall be closed at the end of each day on which there is a transaction and signed by the Reserve Inspector, and also by his clerk when he writes it up, the amount of cash on hand being shown as the last entry for the day on the "Cr." side and brought forward as the first entry of the next day on the "Dr." side.

(3) On the last working day of the week one of the Accountants of the District Police Office, selected by the Superintendent of Police, shall check the cash balance and audit the entries in the cash book for the week by a reference to the vouchers. The Personal Assistant to Superintendent of Police or the Superintendent of Police, as the case may be, shall scrutinize the cash-book and initial it weekly.

(4) At the end of the month, a detailed balance sheet in Form No. 37 shall be made out in the cash-book. The Accountant and the Personal Assistant to Superintendent of Police, or the Superintendent of Police, as the case may be, shall scrutinize the balance sheet in the course of their weekly examination of the cash-book.

(5) The instructions in Order No. 269 shall generally apply, *mutatis mutandis*, to the maintenance of the Armed Reserve cash-book.

Tear Smoke Squad.

439. A Tear Smoke Squad will consist of two sections with one Head Constable and six Constables attached to each. The squad will be attached to the headquarters wing of the District Armed Reserve and will be under the control of the Headquarters Sergeant.

Strength, location and periodic training.

440. (1) The Government have approved the scheme of training 8 Head Constables and 30 Constables in the use of tear smoke every year. The training scheme will be as follows :—

Head Constables	Two Head Constables are to be trained three months at a time.
Police Constables	Police Constables are to be trained in batches of six for six months, staggered at intervals of three months.
For ex. batches	A and B in first quarter of the year B and C in second quarter of the year. C and D in third quarter of the year. D and E in fourth quarter of the year.

Each batch is to be made up of Police Constables from each platoon. Every quarter, six new men will therefore be taken in and six trained men will be sent back to their normal duties ; thus maintaining the full strength of the squad.

(2) This scheme will continue to be in force in districts where the entire reserve has not yet been trained in the use of tear smoke.

(3) In districts where the entire reserve has been trained the following procedure should be adopted :—

(i) The strength of the squad consisting of two Head Constables and twelve Constables trained in the use of tear smoke will be drawn equally from each active platoon and attached to the headquarters platoon. The Constables will be drawn by rotation in equal numbers from each platoon and the Head Constables one from each platoon by rotation. The men thus drawn and attached to the headquarters platoon should be replaced once in a quarter by fresh bātches of men drawn in similar manner. The men replaced will be sent back to their own platoons.

(ii) The squad will be under the direct control of the Headquarters Platoon Sergeant who should himself have undergone the necessary training in the use of tear smoke.

(iii) The men attached to the tear smoke squad for a quarter should fire the allotment of practice T.S. ammunition sanctioned for that quarter.

(iv) Recruits received from schools should be attached to the tear smoke squad for a month's training and given training in the use of tear smoke before being allotted to regular platoons.

(v) The tear smoke squad thus formed for each quarter and attached to the headquarter wing should under no circumstances be utilized on other Armed Reserve duties.

Records to be maintained in the Armed Reserves.

441. The following records shall be maintained in the Armed Reserves in the manner indicated below in addition to those specified in the relevant orders :—

Long Leave Register.

Applications for long leave shall be entered in a register (Form No. 40) as they are received. Each platoon will have its own register and it will be put up before the Superintendent along with the leave rolls. As far as possible this should be done at the orderly room.

Casual Leave Register.

This should be maintained platoonwar in the same form, the Reserve Inspector entering his orders thereon.

Duty Roster.

This should be maintained by each Platoon Commander in his own handwriting and checked and initialed by the Reserve Inspector at least once a month.

Line Hut Register.

Where there are insufficient line huts for the men, the Reserve Inspector should maintain in a register form a list of all men occupying the huts and also a waiting list of those who require huts. This waiting list should be compiled chronologically, according to the application of the man who will receive the hut in the same order.

Transfer waiting list.

This will be maintained in the orderly room for entering the names of those who apply for transfer out of the Armed Reserve, entry therein will be made as the Superintendent of Police deems fit, except for special reasons which should be entered in the register, transfers out shall be made strictly in the chronological order of the list.

Promotion list.

Apart from the lists maintained in the District Police office, the Superintendent of Police and the Reserve Inspector, Armed Reserve, will also keep copies of promotion lists and see that they are kept up-to-date. All entries, removals and alterations must be made under a district order, where there are other detachments of the Armed Reserve outside the District Headquarters (e.g.) Ramanathapuram the promotion lists should cover them all as one unit and not as individual units. Separate and similar combined promotion list must be maintained for the Motor Transport staff and those specialists for whose promotion special rules have been laid down.

Superintendent of Police should check frequently these records and initial in token thereof. Deputy Inspectors-General should, during their inspections, make a point of seeing that these instructions are properly carried out.

CHAPTER XXV.

RAILWAY POLICE.

(1) ORGANIZATION.

Status.

442. The Government Railway Police is a branch of the General Police Force and is subject to all Police Orders of general application. The Deputy Inspector-General for Railways and C.I.D. has the same position with regard to the Railway Police as the Deputy Inspector-General of a range bears to the District Police.

Govt. of India Resolution on Police Commission Report, 1903 (para. 81).

General.

Govt. of India Resolution on Police Commission Report, 1903 (para. 80).

*443. The primary duty of the Railway Police is the preservation of law and order.

Officer to take command of Police.

444. When the Railway Police and the District Police are on duty together on a railway, as defined in section 3 of the Indian Railways Act, 1890 (Act XI of 1890), the senior Police Officer present whether belonging to the Railway Police or to the District Police, will take command of all the Police present. If, however, any doubt arises about the relative seniority of the Railway and the District Police Officer, then the Officer of the Railway Police as having jurisdiction will take command.

Jurisdiction.

G.O. Ms. No. 3272, Home, 19 Sep. 1945

445. The jurisdiction of the Railway Police extends over the area included within the boundary of the Railway line and covered by stations, station yards and goods sheds; and this area is called "The Railway Limits." This jurisdiction does not extend to the lands occupied by the dwellings of the Railway staff in or outside the Railway limits.

Organization of the staff.

446. The Railway Police is divided into two sections—

(1) The travelling and detective staff.

(2) The platform staff.

Organization of Railway Police District.

447. The Railway Police District is in charge of a Superintendent who has the assistance of one or more Assistant or Deputy Superintendents of Police. The district is divided into Inspectors' Circles which are subdivided into station jurisdictions.

Circle Inspectors.

*448. (1) The duties of Circle Inspectors in the Railway Police are similar to those of Circle Inspectors in the District Police. In particular, it is their duty to know, and frequently visit, and maintain satisfactory relations with, the Railway officials, especially the district officers. They must also take steps to secure co-operation with the District Police, visiting the Collector, Divisional Magistrates and gazetted Police Officers, connected with their circles and keeping in close touch with the District Police Inspectors. They shall attend the half-yearly meetings of District Police Inspectors.

(2) They shall report forthwith to the scene of any serious crime or accident and take the necessary steps.

Case Diaries.

449. The instructions in Police Standing Order No. 147 apply.

Sub-Inspectors.

* **450.** (1) Sections are in charge of station-house officers, who are Sub-Inspectors. The position and duties of the Sub-Inspector correspond to those of Sub-Inspectors of the District Police. He is responsible for the efficient working of the men of his section and is the investigating officer.

(2) He must acquire local knowledge, not only of the employees of the railway, but also of the criminals residing in the vicinity of his section.

(3) He shall attend the railway platform, wherever he may be, at the time of the arrival or departure of mail trains or other important trains.

(4) He shall travel throughout his section in the train conveying the Governor and in special trains conveying persons of high position.

Platform Staff-Sergeants.

* **451.** (1) The duty of Sergeants at railway stations is to supervise the platform staff, assist in preserving order and teach drill.

(2) Sergeants will receive their orders for routine duty from the Circle Inspector but shall be bound to assist the station-house officer, when required. They shall put in a daily report of duty done, to be attached to the General Diary.

Head Constables.

452. The platform Head Constable has control of the platform staff. He should not leave the neighbourhood of the railway station without orders. His duty should be arranged so as to enable him to have three nights in the week off duty. In his absence, another head constable or a constable shall invariably be deputed to act. He is responsible for telegraphing any important occurrences to the Sub-Inspector during his absence, unless this is done by the station-writer. He shall be present at the arrival and departure of all important trains.

In-charge constable.

453. (1) At railway stations where three or more constables are employed and to which no head constable is allotted, a constable shall be appointed to be in charge and shall perform the duties of a platform head constable.

(2) When two constables are posted to a railway station, the senior will be considered to be in charge.

Duties of the platform staff.

454. (1) The chief duties of the platform staff are : (i) the maintenance of order at station and (ii) watching passenger trains standing at stations.

(2) (*a*) Where a sufficient platform staff exists, the platform shall be divided by the Inspector into sections, called posts, which will be numbered. Men will be told off to those posts and their numbers entered against them in the Duty Roster (Form No. 71). Men shall move about within the limits of their posts. A plan shall be hung up in the police station showing the limits of each post and on this will be specified which posts should be filled at the arrival of each train.

(*b*) At Railway Police outposts, a Duty Roster in Form No. 72 shall be maintained.

Platform Constables of another district serving at a junction station.

455. At a junction railway station, platform constables belonging to a Railway Police district other than that to which the junction Railway Police station belongs, shall be under the control of the station-house officer at the Railway Police station located there.

Railway stations with two constables.

456. At railway stations where two constables are employed, one shall stand near the entrance gate and observe the passengers going out, while the other shall stand on the platform where the rear brake van will halt and after the arrival of the train, shall move slowly up and down looking into carriages. He shall also have an eye to the off-side of the train, crossing the line behind the rear brake van and looking along the train.

Beats of the Travelling Staff.

457. (1) A travelling constable's beat consists of the train by which he travels from his station over a prescribed length of line, and the train by which he returns to his station. The serial numbers of the trains which form a beat shall be entered in the Duty Roster.

(2) Beat constables shall report themselves at the Railway Police station situated at the termination of their beat, and their numbers shall be entered in the Duty Roster of that station. Station-house officers of sections between which there is a meeting will compare their rosters once a month.

Beat Constables on trains proceeding beyond the State.

(3) Beat constables on trains proceeding beyond the State to other States will be relieved at the points noted below :— G.Os. 1566, Home, 29 July 1936 and 4110, Home, 26 Aug. 1938.

Station furnishing beat. (1)	*Train proceeding towards* (2)	*Relieved at* (3)	*Relieved by* (4)
Jalarpet ..	Bangalore ..	Bangarupet.	Mysore State Railway Police.
Villupuram ..	Pakala and beyond.	Katpadi ..	Andhra State Railway Police.
Madras Central.	Renigunta ..	Arkonam ..	Do.
Madras Royapuram.	Gudur, Nellore, etc.	Gudur ..	Do.
Coimbatore ..	Cochin Harbour Terminus.	Olavakkot ..	Kerala State Railway Police.
Tirunelveli ..	Trivandrum (via) main line.	Shencottah ..	Do.
Srivilliputtur.	Trivandrum (via) Virudhunagar to Shencottah chord line.	Do.	Do.

NOTE.—The men so relieved will in turn relieve the beats of the bordering Railway Police on the returning trains at the points noted in column (3) of the above table.

Travelling Staff.

458. (1) Men of the travelling staff shall be selected for suitability. No man shall be appointed to it, except temporarily, without the Superintendent's orders on the Inspector's recommendation, and men found unfit shall be removed at once. The travelling staff must be kept up to strength even at the expense of the platform staff.

(2) Men of the travelling staff, are as a rule, to be exempt from travelling every third day, when they shall perform platform duty, if not otherwise detailed.

Duties of Beat Constables.

459. Beat constables shall always wear uniform. At every station they shall see the stationmaster and ask him whether he wishes to make any report or complaint and request him

to initial the Beat Book (Form No. 73). When time admits, they will walk from end to end of the train making observations. On return from beat they will deliver over the Beat Books and their note-books to the Sub-Inspector or officer-in-charge of the station.

460. As an additional precaution, the Railway Train Guard should be required to inform the Travelling Beat Constable by writing in his beat book the train number, date and number of each carriage in which accommodation is reserved for women only, particularly when women passengers travel alone. The beat constable should obtain the signature or initials of the Train Guard for this entry. The beat constable will be required to search the off sides and the underneaths of the compartments and to maintain a watch at each stopping place particularly at the time of the departure of the train to ensure that no one is travelling on foot-boards or couplings. Whether these duties would require an increase in strength will be determined by the circumstances then existing. Both the Train Guard and the Travelling Beat Constable shall be jointly held responsible for carrying out this order.

Mufti men.

461. In addition to beat constables, men in mufti may be employed to travel by train on detective duty, such as shadowing suspects. They should never speak to the beat constables nor should the beat constables recognize them.

Watch and Ward.

462. The Railway Police are not ordinarily responsible for watch and ward duties; but they should patrol station yards and goods sheds when thieves are suspected to be operating, and there is reason to believe that unreported thefts are being committed.

(2) PROCEDURE.

Telegraphic Reports.

463. (1) All cognizable cases, serious losses of property, all offences falling under section 126 of the Indian Railways Act, 1890 (Act IX of 1890), and other important occurrences reported at outside railway station shall be telegraphed at once to the station-house officer of the Railway Police station of the section and also to the nearest District Police station-house officer and to the Superintendent, Railway Police, by the senior member of the platform staff or the Beat Constable.

Shortages and Lost Property.

468. (1) The Police shall not register information of 'Shortages' or of the loss or missing of property as crimes, or proceed to make an investigation according to the Criminal Procedure Code upon such information, unless there is reasonable suspicion that a cognizable offence has been committed in connexion with the loss of the articles. They shall, however, register such information in the General Diary and take what steps they can, to trace the missing articles.

(2) In order to ensure that proper steps have been taken to trace missing articles, a register in Form No. 158 will be maintained in railway police stations, entries being made immediately on receipt of the information about the loss or shortage.

Separate entries, either in separate registers or in different parts of the register, will be made for—

(*a*) shortages, goods or parcels,
(*b*) shortage or loss of railway materials,
(*c*) property of passengers.

Entries in classification (*a*) will clearly distinguish whether the shortage or loss occurred in a stationary wagon, a wagon in transit or from a transhipment shed or platform. When making entries in the register, care should be taken to note in column (10) whether a report against any railway official was sent to the railway authorities and the action taken by them thereon.

Station-house officers will be responsible for the disposal of any shortage or loss amounting to a maximum of Rs. 25, Circle Inspectors for values between Rs. 25 and Rs. 50, Sub-divisional Officer for values between Rs. 51 and Rs. 100 and the Superintendent for property valued at over Rs. 100.

Particular attention will be paid by inspecting officers to the action taken and enquiries made by the Station-house officer in regard to such shortages and losses. The Sub-divisional Officers may exercise the powers of the Superintendent, Railway Police, in respect of cases in their Subdivision.

The register will also include reports which the Station-house officer transfers to another jurisdiction. He should state his reason for such action and this must be ratified by his Circle Inspector.

Registering Cases at junctions.

469. All cases occurring within the limits of a junction railway station where the jurisdiction of two Railway Police districts meet, shall be registered at, and investigated by the

Station-house officer of the Railway Police station located in the junction railway station, if any such police station exists, irrespective of the Railway Police jurisdiction in which they occur.

Nuisances.

470. All nuisances committed within railway limits must be dealt with by the Railway Police.

Petty thefts.

471. (1) Care must be exercised in the matter of refusing to investigate petty thefts on the ground of the small value of the articles stolen. The theft of an important piece of mechanism, of small intrinsic value, may amount to a grave offence under the Railways Act. G.O. 1726, Judl., 1 Nov. 1905.

(2) Government have laid down that cases relating to destruction of aloe or other fencing of railways should not be disposed of by village headmen or panchayats.

Custody of prisoners.

472. At Railway Police stations where there is no lock-up, prisoners who are not immediately sent for remand, shall be sent to the nearest District or City Police station for custody. The hour at which a prisoner is thus sent shall be entered in column 7 of the Search Register.

Copy of inquest report to be sent to Railway officials.

473. In cases of death (whether by railway accident or otherwise), within railway limits, in which an investigation is held under section 174 of the Criminal Procedure Code, an extract of the investigation report in Form No. 74 shall be forwarded to the District Engineer, in all cases, and the District Traffic Superintendent also, in cases occurring within the limits of a railway station. In the event of the investigation having been held by the District Police, a copy of the report shall be obtained from them.

Disposal of bodies.

474. The Railway Police shall take steps to hand over the body of any person who has been killed or died within railway limits to the relatives or failing them to any friend of the deceased, or, if for any reason that is not possible, to the member of any society or institution, willing to perform the last rites for such person ; and if none of these agencies undertake the task the Railway Police shall be responsible for the G.O. 63, Pub. (Police), 31 Jan. 1931.

burial or cremation in a proper manner and in accordance with the nationality and religion of the deceased, the cost being defrayed in the Madras City by the Commissioner of Police and elsewhere as follows :—

(1) Those dying within cantonment limits.	Cantonment authority.
(2) Those dying within municipal limits.	Municipality.
(3) Those dying in local board or panchayat areas.	Executive Magistrate concerned up to Rs. 6 in the case of an Indian and the Collector up to Rs. 20 in the case of an European or Anglo-Indian.

Appeals.

475. Notices of appeal in Railway Police cases will be sent to the Assistant Public Prosecutors concerned.

Station Crime History.

476. To facilitate the study of crime and criminals, a Station Crime History will be maintained in all stations. It is a confidential record and consists of four parts.

Part I—Crime, Occurrences and Classification Register.

G.O. Ms. 2133, Home, 1 Sep. 1948.

477. (1) In Part I (Form No. 128) shall be entered chronologically all true crimes and attempts under the following classes, additional classes being included only with the sanction of the Deputy Inspector-General of Police, Railways and C.I.D. :—

Classes of crime.

I. Thefts in running passenger trains—

(*a*) Pocket-picking.
(*b*) Jewel snatching.
(*c*) Personal effects, in first and second class.
(*d*) Personal effects, in other classes.
(*e*) Mails.
(*f*) Luggage van.

vide correction slip

II. Thefts in passenger-sheds, stationary trains and on platforms—

(*a*) Pocket-picking.
(*b*) Jewel snatching.
(*c*) Baggage.
(*d*) From stationary trains, first and second class.
(*e*) From stationary trains, other classes.

A. (ii) On platforms, in waiting halls or rooms and stationery-trains—

(*a*) Pocket-picking.
(*b*) Jewel snatching.
(*c*) Personal effects in I and II Class.
(*d*) Personal effects in other classes.
(*e*) Luggage vans.

A. (iii) Other thefts—

B. Theft of Railway properties including that consigned to Railways as bailees—

(*i*) *From running trains*

(*a*) *from goods trains—*

1. Whole consignments.
2. By extraction.
3. From sealed wagons.

(*b*) *from parcel trains or brake vans of passengers' trains.*

1. Of whole consignments.
2. By extraction.

(*ii*) *from Goods shed—*

1. Of unshipped consignment.
2. During loading.
3. By extraction.
4. From sealed wagons.

(*iii*) ***From parcel offices and platforms.***

1. Whole consignments.
2. By extraction.

(*iv*) ***From yards.***
(*v*) ***Other thefts.***

II. THEFT OF RAILWAY PROPERTY.

1. (i) From stories and shops including carriages, wagons and loco shops and workshops (where they are within the jurisdiction of the GRP).

(ii) Fittings including electric fittings from carriages.

(iii) Fittings from locomotives (English) and thefts from loco sheds.

(iv) Coal thefts.

(v) Other thefts.

2. ***Burglaries.***

3. ***Robberies—***

(*a*) Of passengers' belongings.

(*b*) Of Railway property including goods consigned to them.

4. *Dacoities*—

(*a*) Of passengers' belogings.

(*b*) Of Railway property including goods consigned to them.

5. (*a*) *Cheating of passengers*—

(i) By sale of tickets.

(ii) Confidence tricks,

(iii) Fal.e personation.

(iv) Miscellaneous.

(*b*) *Cheating of Railways.*

6. *Criminal misappropriation and criminal breach of trust*—

(*a*) Of Railway property including property consigned to Railway as bailees.

(*b*) Of passengers belongings.

7. *Possesion of stolen property*—

(*a*) Railway property including unlawful possession (Unlawful Possession Act, 1955).

(*b*) Goods consigned to Railways.

(*c*) Passengers belongings.

8. Coal thefts—

8. *Counterfeiting or uttering of currency* (*paper and metal*).

9. *Murders including culpable Homicide*—

(*a*) For gain.

(*b*) Others.

10. *Administering of stupifying drugs.*

11. *Assault on public servants.*

12. *Sabotage.*

13. *Mischief.*

14. *Miscellaneous*—

(*a*) Other offences against persons.

(*b*) Other offences against property.

(G.O. Ms. No. 1075, Home, dated 10th April 1964.)

(R.C. No. 850/Confd. 64.)

(P.G., Part I, dated 9th May 1964.)

[VIII list, dated 30-11-64.]

III. Thefts from running goods trains—

(*a*) Of whole consignments.
(*b*) By extraction.

IV. Thefts in goods-sheds and stationary wagons—

(*a*) Of unshipped consignments.
(*b*) During loading.
(*c*) By extraction.
(*d*) From sealed wagons.

V. Thefts in parcels offices—

(*a*) Of whole consignments.
(*b*) By extraction.

VI. Thefts of railway material—

(*a*) Iron material from the track and yard.
(*b*) Carriage fittings.
(*c*) Dynamo belts.
(*d*) Miscellaneous.

VII. Miscellaneous thefts—

(*a*) Bicycles.
(*b*) Other articles.

VIII. Murder for gain, dacoity, robbery.

IX. Drugging or poisoning.

X. House-breaking.

XI. Receiving stolen property—

(*a*) Consignments.
(*b*) Personal effects.
(*c*) Railway materials.

XII. Cheating—

(*a*) By sale of tickets.
(*b*) Confidence trick.
(*c*) False personation.

XIII. Counterfeit coin and currency notes.

XIV. Indian Railways Act—

(*a*) Section 125.
(*b*) Section 127.
(*c*) Section 128.

(2) Entry in column (3) should be brief as is consistent with clarity and include all classifications that are covered by the offence.

(3) In column (5) shall be entered all the useful information and facts discovered during the investigation, including the names of the known or suspected accused, with grounds for suspicion, peculiarities in the commission of the offence and the result of the investigation. The names of old offenders in railway offences shall be entered in red ink, quoting relevant records.

(4) On the close of each year the Inspector shall enter an analytical review of its crime and formulate a programme for prevention and detection during the ensuing year.

(5) The First Information Reports Index (Form No. 80) will be kept as an appendix to Part I.

Part II—General Information.

478. Part II corresponds to Part IV (Order No. 786) of a local police station. It will be kept in loose sheet forms, with appropriate headings, as detailed below :—

(1) Extent of station jurisdiction, quoting actual mileage and a list of railway stations in the jurisdiction, giving actual mileage and code name of each station.

(2) Plan of the railway line in the station jurisdiction showing railway stations and important bridges with mileages in each case.

(3) Local police station and district in which each railway station lies.

(4) Sub-Magistrates and Subdivisional Magistrates (both the executive and judicial) within the jurisdiction, noting against each, his headquarters and his jurisdiction as far as the Railway Police are concerned.

(5) List of festivals ; their probable date and duration ; and the strength required for each and any special precautions necessary.

(6) List of weekly markets. Commodities sold, nearest railway station and the average number of passengers alighting there.

(7) A note on the Watch and Ward staff.

(8) Notes on important disputes which may cause interference with the running of the railway. These should include all labour disputes and a special note on any friction or dispute among the subordinates of the railway.

This register should in fact contain a summary of such information as will be useful to a new Sub-Inspector taking over charge of the station.

All entries should be edited, signed and dated by the Inspector. A copy of Item No. (8) should be taken and maintained by the Inspector for each of his stations.

Combined Part III and General Conviction Register.

479. (1) The Combined Part III and General Conviction Register shall be in Form 129. The names of the following persons shall be entered in the register provided the offence is in connexion with the railway and orders for the retention of finger-prints have been passed by the Superintendent of Police subject to the provision in sub-paragraph (*f*) :— G.O. Ms. 2133, Home, 1 Sep. 1943.

(*a*) Persons convicted of offences under Chapters XII and XVII of the Indian Penal Code for which a punishment of three years or upwards is prescribed.

(*b*) Persons convicted of offences under section 489-A to 489-D, Indian Penal Code (forgery of currency notes and bank notes).

(*c*) Habitual offenders convicted of offences under the sections of Chapter XVI, Indian Penal Code, referred to in the Schedule of the Restriction of Habitual Offenders Act.

(*d*) Persons bound over under sections 109 and 110, Criminal Procedure Code, and those convicted under sections 64 and 65 of the Madras City Police Act.

(*e*) Persons convicted under sections 126, 127 and 128 of the Indian Railways Act.

(*f*) Unconvicted persons reasonably suspected to have committed offences with particulars of the offences, selected for inclusion with the approval of a gazetted officer. These shall be retained only so long as reasonable suspicion exists against them.

(2) This register will contain convictions in cases registered at the station and of persons living in the station local area convicted of offences on the railway elsewhere. If a conviction is reversed on appeal, the entry should be crossed out unless the person is brought under clause (*f*) of paragraph (1). In the 'Remarks' column of the form shall be entered a broad classification of crime committed by the criminal.

(3) The names of persons registered in the Combined Part III and General Conviction Register shall be struck off after a period of ten years from the expiry of their last sentence, provided in the case of persons for whom history sheets have been opened, the history sheets have been discontinued. The removal may be effected by Circle Inspectors. A gazetted Police Officer may, however, sanction the removal of names at any time within the period mentioned above, if the retention of such names is considered unnecessary.

Part IV—History Sheets.

G.O. Ms. 1133, Home, 12 Sep. 1943.

480. (1) Part IV shall contain in Form 124 the history sheets of persons resident, whether permanently or temporarily, in the station local area who are known or believed to be addicted to or to aid or abet the commission of crime on the railway, whether convicted or not, or who are believed to be habitual receivers of property stolen in offences committed on the railway.

Only sheet Nos. 1, 3, 7 and 8 are to be maintained in the history sheet form in use in stations. Sheet No. 9 should also be maintained if a photograph of the criminal is available.

NOTE.—This sub-paragraph will not affect the history sheets maintained in the District Intelligence Bureau.

(2) At the back of sheet No. 1, below item 7, the following descriptive details should be shown :—

Age,
Height,
Complexion, and
Particular marks of identification.

G.O. 2898, Home, 23 Oct. 1936.

(3) (*a*) (i) The Railway Intelligence Bureau will maintain history sheets of selected criminals of special importance who operate over an extended area. These persons will be known as railway criminals. The Superintendent, Government Railway Police, will decide what persons should be registered as railway criminals.

(ii) The instructions regarding reporting the activities and movements of district criminals apply equally to railway criminals. The station-house officer is responsible for reporting to the Railway Intelligence Bureau, particulars of arrest, conviction, release from jail, passing out of view, conduct, movements, etc., or any other information likely to be of use or of general interest, in respect of every railway criminal for whom a history sheet is maintained in his station and in respect of any railway criminal about whom he may obtain information on the points specified.

(*b*) For a criminal, who has a history sheet in a Railway Police Station a history sheet will also be maintained in the local police station in the jurisdiction of which he resides. These sheets will be marked with a red 'R' and below it, the name of the Railway Police station and History Sheet No., e.g., $\frac{\text{R.}}{\text{Tanjore-11}}$ The Railway Police station sheet will be marked similarly with a letter 'L', e.g., $\frac{\text{L}}{\text{Tanjore-15}}$ Local and Railway Police station-house officers will report to each other, information of arrest, conviction, etc., and all matters of interest in respect of such persons.

(c) A check register of all persons having History Sheets in Form No. 124 in the station will be maintained in Form No. 64 as under Order No. 380 (3). These persons will be checked whenever practicable by the Railway Police. When this is not practicable the local police should be referred to for particulars of the activities of such persons.

Index.

481. (1) The following indexes shall be maintained :—

(i) An alphabetical loose-leaf Crime Classification index to Part I and Part III and General Conviction Register as per list specified in Order No. 477 (1) in the form shown below :—

Volume and page number of		Name, father's name, village, Police station of the convict or suspect.	Crime number.
Part I.	Part III and General conviction Register.		
(1)		(2)	(3)

(ii) An alphabetical index of persons entered in Part III and General Conviction Register.

(2) A check register of persons entered in Part III and General Conviction Register shall be maintained in Form No. 130 villagewar, villages being arranged alphabetically.

Co-operation with the District Police.

* **482.** (1) There should be the closest co-operation between the District and Railway Police.

(2) The Railway Police should be in a position to afford the greatest assistance to the District Police in arresting offenders who are trying to escape, and in noting the movements of criminals.

(3) In matters of placing obstructions on the line, tearing up rails, throwing stones at trains, and such like, the help of the District Police should be promptly sought.

(4) In the event of crime being committed in the limits of the District Police, but in the close neighbourhood of the railway, the Railway Police shall take any legal action pending the arrival of the District Police.

G.O. 3811, Home, 22 Oct. 1945.

(5) (*a*) (*i*) Superintendent, Government Railway Police may require the District Police to take over the entire responsibility for the investigation of a grave crime such as murder or dacoity, the circumstances of which are of a local nature quite unconnected with the railway even though the case occurred within the jurisdiction of the Railway Police. On his requisition the District Police shall at once take over the investigation.

(ii) In the event of a strike on the railway, the Railway Police investigating staff will deal with the ordinary offences of normal times while the staff of the local Police, which will be reinforced, will investigate all the offences arising out of the strike except those considered by the Deputy Inspector-General, Railways and Criminal Investigation Department, sufficiently grave to be taken up by the Criminal Investigation Department.

(*b*) Whenever a case is reported to the Railway Police for which other than railway criminals are suspected to be responsible, a copy of the First Information Report dealing with the occurrence will be sent at once to the local Police station-house officer by the officer in charge of the Railway Police station.

(6) Whenever a Circle Inspector of the District Police finds himself in the same place as the Superintendent of Government Railway Police, he should visit that officer, and, similarly, Inspectors of the Railway Police should frequently visit gazetted officers of the District Police.

(7) When an offence committed within Railway Police jurisdiction is reported to a District Police station of the railway line, the latter shall forthwith inform the Railway Police station by telegram–the telegram to be followed up by a First Information Report transferring the case. If the offence is reported to a District Police station on the railway line, the First Information Report transferring the case to the Railway Police station with jurisdiction shall be sent forthwith by express and through the Railway Police travelling staff.

Stopping of trains at non-stopping stations.

G.Os. 1948, Rys. P.W., 14 March 1932, and 593 Pub. (Police), 31 Oct. 1932.

483. In special and urgent cases a Police Officer of gazetted rank may by written requisition to the concerned local Railway official cause a train to be stopped at a station at which it is not booked to stop either to effect an arrest or when the stoppage is otherwise necessary, to safeguard the public peace and safety.

(3) ACCIDENTS ON RAILWAYS.

Notice of accidents to the Police.

484. Under section 83 of the Indian Railways Act, 1890 (Act IX of 1890), the stationmaster is bound to give information, without unnecessary delay, to the station-house officer in whose limits the accident occurred, and to such other Police Officer as the Safety Controlling Authority may appoint in this behalf, of the following accidents :—

(1) any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property ;

(2) any collision between trains of which one is a train carrying passengers ;

(3) the derailment of any train carrying passengers or of any part of such a train ;

(4) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property ;

(5) any accident of any other description which the Safety Controlling Authority may notify in this behalf in the *Gazette of India*.

NOTE.—Rules under the Indian Railways Act, 1890, are printed in the Appendix.*

Accidents on private sidings.

485. Section 83 of the Indian Railways Act, 1890 (Act IX of 1890), and the rules framed under section 84 of the said Act apply to accidents on private sidings. Accidents occurring on such sidings should be reported similarly as accidents occurring on main lines of railway.

Reports to General Manager by the Railway Police.

486. The Police are bound to report at once to the General Manager of the Railway and the Government Inspector the result of every Police investigation regarding the circumstances of any of the accidents detailed in the Government of India, Railway Department (Railway Board), Notification No. 390-St./23, dated 20th August 1923. G.O. 47, R. s 11 Oct. 1922.

These accidents are—

(1) all cases of loss of, or injury to, life or limb from causes connected with the working of railways—rule 2 (*a*) ;

(2) all cases of injury to the permanent way, stock or works (including interruptions to traffic owing to several breaches—vide rule (8) whether attended or not by injury to life or limb—rule 2 (*b*) ;

* Vide Volume II.

(3) all cases, without exception, of cattle being thrown off the line or run over—rule 2 (*c*);

(4) accidents occurring—

(*a*) in railway workshops; or

(*b*) on new works not opened for traffic; or

(*c*) on lines under construction; or

(*d*) on lines not used for the public carriage of passengers, animals or goods; or

(*e*) to steamers or flats working in connexion with railways—rule 15.

Railway officials to communicate to District and Railway Police.

487. The Railway authorities have been requested to communicate information of accidents both to the Railway Police and the District Police. The nearest Police Officer should take any action that may be immediately necessary.

Mobilization at accident.

488. On the occurrence of a serious accident the station-house officer of the Railway Police shall mobilize the men of his section and have them taken to the spot. If the men of one section are insufficient, the Inspector shall mobilize other sections. The Railway Police shall guard property and help injured persons.

Reports of accidents, injury and death.

489. All cases of accident, injury and death occurring on the railway shall be mentioned in the General Diary and by the Inspector in his diary.

(4) Miscellaneous Instructions.

Unclaimed property.

490. Unclaimed property should be made over to the stationmaster for disposal.

Railway servants as witnesses.

491. When Railway subordinates are bound over by the Police to appear as witnesses, the district officer of the department concerned should be informed and he will arrange for their relief.

Railway Police not to purchase tickets for passengers.

492. The Railway Police are strictly prohibited from having anything to do with the purchase or sale of tickets or collection of excess fares demanded from passengers, otherwise than as provided by the Indian Railways Act, 1890 (IX of 1890).

Civil or criminal proceedings against Railway servants.

493. Officers and men of the Railway Police are prohibited from instituting any civil or criminal proceedings in their private capacity against a Railway official or servant without the permission of the Superintendent, Railway Police.

Watching district criminals and foreigners.

494. (1) When persons, known to be registered criminals of the District Police or suspected to be criminals, are found travelling, they should be carefully watched and a telegram sent warning the local Police of the place to which they are travelling.

(2) The Railway Police station-house officer is responsible for sending a report of the arrival of a foreigner to the nearest District Police station, independently of the report made by the travelling constable watching the foreigner. When a foreigner alights at a railway station, where there is no constable of the District Police nor platform constable, the travelling constable should, in the absence of any better means of communication, give the information to the platform constable of the next station where a platform constable is located, and instruct him to communicate it to the local Police as expeditiously as possible.

Festivals.

495. A list of festivals held near the railway line, detailing the Police arrangements to be made should be kept in every Railway Police station. In the event of any festival or large gathering not included in the list, being held, the Inspector should give timely information to the Superintendent.

Journeys of the Governor of Madras and other very important personages.

496. The following security arrangements will be made for the Governor of Madras :— G.O. Ms. 42[illegible], Home, 9 Feb. 1956.

Journeys by rail.—(1) When the Governor travels by special train, the platforms of all railway stations where he does not halt to alight should be kept clear.

(2) When the Governor travels by ordinary train, 1 Head Constable and 2 Constables carrying short lathies [out of the party mentioned in sub-paragraph (4)] will be on duty opposite the saloon of the Governor to guard against any unauthorized or irresponsible person gaining access to the saloon, at the same time, taking particular care to avoid unnecessary interference with the travelling public.

(3) The Superintendent of the Government Railway Police or a Deputy Superintendent of the Government Railway Police should travel in the same train as the Governor.

(4) An armed guard of one Sub-Inspector, one Head Constable and six Police Constables (four Constables armed and two Constables carrying short lathies) should always travel with the Governor. At all train halts, four out of the six Constables who are armed, will mount sentry on either side of the Governor's saloon, stationing themselves as near as possible to the windows of the compartment occupied by the Governor. When the train stops at a place, where the halt is short, one armed Constable will get out at each side and look along the train to the Governor's compartment.

(5) A Railway Police Inspector need not travel in the Governor's special train.

(6) *Journeys by road.*—A pilot car, with a red flag, in charge of an Inspector will precede the Governor's car on all journeys by road. It should be capable of travelling as fast as the Governor's car is driven, irrespective of the condition of the road. The Officer acting as pilot should so regulate his distance from the Governor's car that dust does not affect it, i.e., on open mufassal roads the pilot car will keep well ahead of the Governor's car. While in towns and on tarred roads, the pilot car will drop back to within 200 yards or so, of the Governor's car. The Officer-in-charge of the pilot car should see that the Governor's car is not held back unduly and should be primarily responsible for setting the pace, in consultation with the senior police officer present and the Private Secretary to the Governor or Aide-de-Camp in waiting, accompanying the Governor.

The Special Branch Officer acting as guard will normally travel in the pilot car.

The officer acting as pilot should not drive the pilot car himself.

Care should be taken to see that such private individuals who follow the Governor in their cars on road journeys, keep behind the escort car and are not permitted to overtake the car in which the Governor is travelling.

Escort.—The Superintendent of Police, or the Subdivisional Officer, will travel in the escort car immediately behind the Governor's car. The escort car will fly a white flag. The car must be capable of keeping up with the Governor's car at all times. The Officer-in-charge of the escort car should not drive it himself. He is, however, responsible for the car maintaining the proper distance from the Governor's car according to circumstances.

A staff of one Sergeant, one Head Constable and four Constables will also travel in a car, immediately behind the car in which the Superintendent of Police or the Subdivisional Officer travels.

(7) *Journeys by air.*—For the Governor's journeys by air, a police guard should be posted for guarding the aeroplane and police bundobast should be arranged to keep the landing ground clear.

(8) *Public bandobust.*—The first duty of the Police is to safeguard the Governor's person; the second is to afford him and his party free passage along the road but to allow as many persons as wish to see him passing. Road bandobust should be reduced to the minimum necessary to keep the road clear of dangerous or irritating obstructions. On rural drives or other surprise visits, there is no necessity for any police arrangements whatever. In towns or at formal or social functions such arrangements should be restricted to the minimum and judicious use should be made of plain clothes men. No attempt whatever should be made to stop traffic or pedestrians on the Governor's route but if the Governor is paying a pre-arranged visit to an institution, drivers of vehicles should be asked not to cause congestion by stopping near the entrance to the institution at the time of the Governor's arrival or departure. It is, however, emphasized that discretion is left to the Superintendents of Police concerned to increase the normal bandobust should local conditions warrant such a course.

At all public entertainments the Gazetted Officer-in-charge of the Police arrangements should be in close attendance on the Governor.

(9) *Guards for residence (when on tour).*—A guard for the residence of the Governor while on tour will be provided by the Superintendent if considered necessary and if local conditions warrant it.

496-A. The following security arrangements will be made for the Chief Minister of Madras State :—

Journeys by rail.—(1) A Railway Police staff of one Sub-Inspector, two Police Constables (in uniform) carrying short lathies will always travel with the Chief Minister. At

all train halts of some duration the two Police Constables will get down on either side of the train and will station themselves at a reasonable distance from the Chief Minister's compartment to prevent the approach of undesirable persons. If the train halt is for a few minutes, the Police Constables will get down on either side of the train and look towards the Chief Minister's Compartment.

(2) *Journeys by road*—

Pilot—Nil.

Escort—

One Sergeant of the Armed Reserve.
One Head Constable.
Four Police Constables.

(3) *Guards for residence (i.e., when halting in Travellers' Bungalow, etc)*—

On tour—

One Head Constable.
Four Police Constables.

At headquarters—

One Sub-Inspector.
One Head Constable.
One Non Commissioned Officer and
Eight Police Constables (two at a time).

(4) *Public function.*—The Superintendent of Police will, apart from providing the uniform bandobust normal for such meetings, make suitable arrangements for the dispersal of such number of respectably dressed mufti men as may be necessary in such a manner as to afford the maximum protection.

496-B. The following security arrangements will be made for Ministers of the Madras State (other than the Chief Minister) :—

(1) *Journeys by rail.*—A Railway Police staff of one Head Constable and two Police Constables (in uniform carrying short lathies) will always travel with the Minister. At all train halts of some duration the two Police constables will get down on either side of the train and will station themselves at a reasonable distance from the Minister's compartment to prevent the approach of undesirable persons If the train halt is for a few minutes, the Police Constables will get down on either side of the train and look towards the Minister's compartment.

(2) *Journeys by road—*

Pilot—Nil

Escort—

One Sergeant of the Armed Reserve.
One Head Constable.
Two Police Constables.

(3) *Guards for residence (i.e., when halting in Travellers' Bungalow, etc.)—*

On tour—

One Head Constable.
Four Police Constables.

At headquarters—Nil.

(4) *Public functions.*—The Superintendent of Police will, apart from the usual uniformed bandobust, make suitable arrangements for the dispersal of a larger number of respectably dressed mufti men in such a manner as to afford the maximum protection.

496-C. The following rules will apply to all special trains or saloons conveying persons of high position, e.g., Rajpramukhs and Ministers of the Central and other State Governments in the Indian Union :—

(1) (*a*) A Railway Police guard of two constables armed with short lathies will travel in the special train in a compartment as near as possible to the saloon in which the high personage travels. This guard will be relieved at the first halt in each Railway Police Circle.

(*b*) *Duties of the guard at stopping stations.*—Where the train halts for any length of time, one constable will immediatley take up his position on the platform near the saloon and prevent any unauthorized person from approaching it, and will keep any crowd which may gather at reasonable distance from it. The second constable will be posted on the off-side of the saloon. When the train is about to start, the train guard will fall back to their compartment.

(*c*) If the halt is only for a short time, say, only two or three minutes, or if the train stops outside a station on account of signals or any other cause, the guard will not be mounted at the saloon itself but one constable will get out on each side of the compartment and look along the train towards the saloon.

(2) At railway stations where the person of high position entrains or detrains, the platform and entrance to the station should be kept clear of all persons other than those authorized to be present.

(3) At railway junctions or other large stations where the special train or saloon stops, the Railway Police Sub-Inspector having jurisdiction will post constables on the platform to augment the train guard to the extent necessary.

(4) If a long halt is made at any station and the high personage continues to occupy the train on a siding, the train guard will mount guard on the saloon occupied by the high personage and the Railway Police Sub-Inspector having jurisdiction will arrange reliefs.

(5) When the empty special is stabled with luggage in it, one constable with lathie will be posted as sentry and relieved every three hours.

(6) If at any station a large crowd is expected to meet the high personage on the platform or present an address the Railway Police Circle Inspector should obtain the help of the local Police for the necessary bandobust.

(7) All ranks will wear ceremonial dress but without swords and spurs. Sub-Inspectors and Sergeants will carry loaded revolvers, Head Constables and Constables will carry short lathies. The train guard will not wear boots between twenty one hours and six hours.

(8) The Railway Police Sub-Inspector will travel in his jurisdiction in the same train as the high personage and the Superintendent, Government Railway Police, will travel in the same train if specially ordered.

(9) When the high personage travels in a saloon attached to a mail or passenger train, the same arrangements should be made as for the special train, but care should be taken to see that the travelling public have free access to the trains only the portion of the platform opposite to the saloon in which the high personage is travelling being kept clear. The travelling public should be kept to the further side of the platform in the vicinity of the saloon.

(10) If the Ministers of other States visiting the State of Madras do not bring their own armed orderlies for their protection, or if they express their desire to have a guard from this State Police, a Special Branch Officer or Officers will be sent as bodyguard, or to carry out other Special Branch work.

(11) If the Superintendent of Police, Special Branch, thinks it necessary, a Special Branch Officer or Officers will be sent as bodyguards to Rajpramukhs or other high personages or to carry out other Special Branch work.

NOTE.—Police bandobust arrangements for Deputy Ministers should be similar to those made for the Union Ministers, but the arrangements need not be so elaborate as in the case of Union Ministers. As regards security arrangements Deputy Ministers should be treated as on a par with

Union Ministers. No Police guards however should ordinarily accompany the Deputy Ministers of the Government of India when they travel by train or road. Should, however, local conditions require special precautions to be taken, these should be arranged as considered necessary.

496-D. *Police arrangements at air-fields of arrival and departure for the visits of Ministers of the Central and State Governments in the Indian Union.*—The Ministers of the Government of India, while travelling by air, are afforded protection in flight and at intermediate air-fields by the gunmen provided by the Delhi Administration. They, however, requre Police protection at air-fields of arrival and departure. On receipt of intimation regarding their arrival at or departure from a particular air-field, the local Police concerned will arrange to keep the air-field and the entrance to it clear of all unauthorized persons, care being taken not to cause any inconvenience to bona fide air passengers. Police bandobust to keep the landing ground clear of any object or obstruction likely to hinder landing must also be made. The Police guard should prevent any unauthorized person from having access to the aeroplane. On all occasions the aeroplane should be thoroughly searched by the Police in the presence of the pilot of machine just before the Minister emplanes. From the time of the search until the Minister's departure, the Police must ensure that no unauthorized person has access to it.

Similar protection should be afforded to the Ministers of the other State Governments in the Indian Union at air-fields of arrival and departure, during their official visits to this State.

497. When high personages halt outside railway premises or tour otherwise than by rail, the Commissioner of Police, Madras, or the Superintendent of Police concerned will provide such Police guards and protection as the circumstances warrant. The arrangements made shall be as unobstrusive as possible, the criterion being protection and not formal display.

498. *Ministers, Ministers of State and Deputy Ministers of the Union Government and Ministers of other States in the Indian Union—Official visits to this State—Courtesies.*—(1) When a Minister, Minister of State, or Deputy Minister of the Union Government or a Minister of another State arrives in Madras, either the Collector of Madras, or the Commissioner of Police, Madras, or other officer deputed in this behalf will meet him at the station of arrival. If the Minister, Minister of State, or Deputy Minister of the Union Government or the Minister of another State arrives by air, the Collector of

Chingleput, or the Superintendent of Police, Chingleput, or other officer deputed in this behalf will meet him at the airport on arrival.

(2) When the Minister, Minister of State, or Deputy Minister of the Union Government or a Minister of another State visits the headquarters of a district, or any other place in that district, the Collector, if he is present at the place should meet him on arrival, and when the Collector is not present, the seniormost Revenue Officer of the district present at the place should meet him.

(3) When a Minister, Minister of State, or Deputy Minister of the Union Government or a Minister of another State visits a place to attend a State function as a representative of the Union Government or the State Government, as the case may be, the Collector of the district should receive him at the station of arrival. If the Minister, Minister of State, or Deputy Minister of the Union Government or the Minister of another State arrives by air, the Collector of the district in which the airport is situated will also meet him at the airport on arrival.

499. *The President of India, the Prime Minister of India and the Vice-President of India—Visits to this State.*—When the President of India, or the Prime Minister of India, or the Vice President of India visits this State, the bandobast arrangements as detailed in the respective booklets issued by the Government of India should be observed.

Railway Strike.

G.O. 189, Pub. (Pol.) 30 Mar. 1951.

* **500.** (1) (*a*) The Railway Police are primarily responsible for the maintenance of order during a strike, but will have the co-operation of the District Police for that purpose. To this end a strike scheme should be prepared in each district to provide for the reinforcement of the Railway Police, the prevention of crime, the protection of railway servants against interference in the discharge of their duties, the safeguarding of the permanent way and the investigation of such offences as may arise. Such a scheme will provide for—

(i) the establishment along the open line of Police posts to ensure patrolling for intelligence purposes by Police and village talaiyaries ;

(ii) the protection of railway property and the provision of guards at important and strategic centres ;

(iii) the posting at strategic centres of mobile forces with light engines ;

(iv) the protection of railway servants ; and

(v) the reinforcement of the local Police investigation staff so that they may deal with all cases arising out of the strike except those cases considered by the Deputy Inspector-General of Police, Railways and Criminal Investigation Department, as sufficiently grave to be taken up by the Criminal Investigation Department.

(*b*) When armed force is required in excess of the above arrangements, the senior officer in local charge of the anti-strike operations should send timely reports to the Inspector-General of Police direct.

(2) (*a*) When a strike is threatened the District Magistrate or the Additional District Magistrate (Independent), as the case may be, the local District Superintendent and the Inspector-General should be kept informed, and the District Superintendents concerned should take preparatory action by reinforcing District Police stations along the railway line to permit of the strike scheme being put into force as soon as the strike is declared or appears inevitable. G.O. 153, Pub. (Pol.), 11 Mar. 1930.

(*b*) Railway Police circles should at the same time be mobilized.

(3) Each man will be sent out with full kit and must be prepared to stay wherever ordered.

(4) The railway authorities should be asked to provide pilot engines, patrol trains (wherever necessary) and patrol trolleys.

(5) It is not the duty of the Police—

(*a*) to interfere with the strikers unless it appears that they are committing or about to commit an offence,

(*b*) to deliver orders from Railway Officers to any of the railway staff, whether on strike or not.

(6) Any complaint made to a Railway Police Officer must at once be communicated to the nearest station-house officer. Station-house officers must not be led into taking hasty or illegal action on unconfirmed reports of the possibility of the occurrence of an offence.

(7) (*a*) The matter of "picketing" demands careful attention. "Picketing" implies an organized endeavour by men on strike, or agitators, to induce workers to "down tools" by means of parties of men posted at important working centres, such as workshops gates.

(b) "Picketing" does not constitute an offence if the persuasion used is of an ordinary and peaceful nature and does not involve coercion, intimidation, restraint, hostile demonstration, obstruction to the public or any offence under the ordinary law or danger to the public peace. If, however, any person "wilfully impedes or restricts any railway servant in the discharge of his duty," he commits an offence under section 121 of the Indian Railways Act, 1890, which is cognizable by the Police.

(8) The Police have no power to order a peaceful picketer or any other person to leave railway premises unless he has committed an offence under section 121 or under some other cognizable section of the Indian Railways Act, 1890. Any person refusing to leave railway premises after being ordered to do so by a competent Railway Officer commits an offence under section 121 of the Indian Railways Act, 1890.

(9) The Police have at all times the power to interfere to prevent the commission of any offence or a breach of the peace. If any such occurrence is apprehended at any Railway Police Station which is not adequately manned, immediate information should be sent to the nearest local Police station and assistance requested.

Drill and Instruction.

501. (1) Hours for drill and instruction, arranged according to trains, should be detailed in a form prepared by the Inspector and hung up in each Police station.

(2) Platform constables at out-stations should be relieved for three days each month and called into the Railway Police station for drill and instruction.

(3) Constables employed on platform duty at outstations should be changed periodically at the Superintendent's discretion.

Custody of arms.

502. The arms will be kept in the station secured to an arms rack by means of a chain fastened with a lock, and be in charge of the Sub-Inspector or other officer-in-charge of the station in his absence. Station sentries will keep the key and be responsible for the arms in succession. The ammunition will be kept in a locked ammunition box, the key of which will be kept by the station sentry. The Sub-Inspector or the officer in-charge of the station in his absence, will be responsible for its correctness and this officer will issue the requisite number of rounds whenever necessity arises.

Use of arms.

503. The muskets should be used on the occasions prescribed by the Superintendent but the officer for the time being in charge of the station may direct them to be used in any emergency or for the following purposes :—

(*a*) Patrolling station yards, goods sheds, tranship sheds and yards.

(*b*) Escorting running goods train.

(*c*) Escorting prisoners.

CHAPTER XXVI.

CRIMINAL INVESTIGATION DEPARTMENT.

Manner of assisting the District Police in investigation.

504. (1) The Criminal Investigation Department will assist the District Police either by

(*a*) taking up the entire investigation of a case, or

(*b*) placing an officer of the staff at the disposal of the Superintendent of Police.

(2) Sub-Inspectors attached to the Criminal Investigation Department must be deputed by an Inspector or officer of higher rank to investigate in each particular case on which they are employed, but such authorization is not necessary in the case of officers above the rank of Sub-Inspector. G.O. 1862, J dl. 16 Nov. 1912

Applications for assistance.

505. Applications for the assistance of the C.I.D. should be made to the Deputy Inspector-General in charge of the department without whose orders no inquiry shall be undertaken.

Responsibility of District Police.

506. The Criminal Investigation Department in no way relieves the District Police of their responsibility for the prevention and detection of crime.

Classes of crime to be investigated by the Criminal Investigation Department.

507. The Criminal Investigation Department will ordinarily deal with crimes of the following classes only :—

(1) Note-forgery cases.

(2) Cases of counterfeit coining when the counterfeits are struck from dyes and other cognate offences in respect of coining by dyes.

NOTE.—(1) Officers of the department who have been trained in the Bombay Mint are available in cases where expert evidence or advice is wanted in respect of counterfeit coins whether struck or moulded.

(2) Whenever it is intended to launch a prosecution in a case in which apparatus or materials for forging coins or currency notes have been seized, the C.I.D. should be informed and asked to give expert opinion before the case is put up in court.

(3) Cases of professional poisoning.

(4) Theft of Government arms and ammunition and illicit trade in arms.

(5) Important cases in which foreigners are concerned (including cases of international criminals, foreigners and traffic in women by foreigners).

(6) Frauds by means of advertisements, bogus funds and companies, personating public servants, swindling, etc.

(7) Cases of dacoity or house-breaking of a peculiar nature which indicate the work of an adept gang not previously noticed or accounted for by the local police.

(8) Cases of fraud, theft or cheating of a peculiar nature which affect more than one district.

(9) Cases of such a technical nature as in the opinion of the Inspector-General or district authorities call for investigation by an Officer of the Criminal Investigation Department.

(10) Important thefts of currency notes or important defalcations of public money.

(11) Cases of smuggling of opium, cocaine, etc.

(12) Cases of bringing fraudulent civil suits.

(13) Gang cases.

(14) Important conspiracy cases whose ramifications extend to several districts.

(15) Pornography.

(16) Any serious crime which appears to have a political motive, including all offences connected with arms and explosives which are suspected to be of a political nature.

Superintendents to send special reports.

508. (1) (*a*) In all cases falling under items (3) and (16), in cases of special importance, and in all other cases included in Order No. 507 in which immediate action by the C.I.D. is called for, a telegraphic or Radio report should be sent to the C.I.D., followed by a written report which should be sent by express if urgency dictates this procedure. This report should be written in three parts as shown below :—

Part I.—All relevant facts of the occurrence.

Part II.—Action already taken and ordered.

Part III.—Suggestions for further action as dictated from local knowledge of the District Officers.

(*b*) A copy of this report should be sent to the Collector and the Range Deputy Inspector-General. Further progress reports in Form No. 15 should be sent in all such cases to the Collector, the Range Deputy Inspector-General and the Deputy Inspector-General, Railways and C.I.D.

(2) In all other cases, the Superintendent should forward a special report direct to the C.I.D. Further progress reports need not be submitted in these cases unless specially called for, but a report must be made of their final disposal. In the event of a conviction, a copy of the judgment must be forwarded with the final report.

Classes of crime to be reported to the Intelligence Bureau and the Criminal Investigation Department.

509. (1) Cases falling under clauses (1), (4), (5) and (15) of Order No. 507 and all convictions of non-Asiatics, when such convictions are for offences of the type in which finger prints would ordinarily be taken for record in the Finger Print Bureau, should be reported by the C.I.D., to the Intelligence Bureau (Ministry of Home Affairs, Government of India, New Delhi.)

(2) (*a*) Whenever a non-Asiatic is convicted of an offence of the type in which finger prints would ordinarily be taken for record under the rules, the finger prints and photographs of the convict " as well as the details of the offences described in words and not merely referred to by their Indian Penal Code Section numbers in respect of which they were convicted " should be sent by the Superintendent of Police of the district in which the case was registered to the C.I.D., for transmission to the Director, Intelligence Bureau, Government of India, who in turn, will forward them to the head of the Police in the country of which the prisoner is a resident.

(*b*) Before the release of such a prisoner a report should be sent by the Superintendent of Police of the district in which the case was registered through the same channel to the Director, giving information regarding date, route, boat, etc., on or by which the prisoner will be travelling, in order that such information may be transmitted to the country of the man's origin.

(3) In coining or note-forgery cases in which an Asiatic not resident in India, is convicted and in which there is reason to believe that the false coins or notes have been manufactured

abroad, a report should be forwarded by the Superintendent of Police of the district in which the case was registered to the C.I.D., for transmission to the Director, Intelligence Bureau.

(4) If any foreign criminal, whether Asiatic or non-Asiatic, is convicted in a coining or note-forgery case which may arouse international interest, a similar report should be sent by the Superintendent of Police of the district in which the case was registered to the C.I.D., for information of the Director, Intelligence Bureau.

Telegraphic Reports to the Criminal Investigation Department to be sent in certain cases of serious crime.

510. If, in cases falling under item (16) of Order No. 507 officers concerned in the investigation discover any concrete fact of importance and the officer deputed by the C.I.D., is not actually present at the time, a telegraphic report of such facts should be sent both to the C.I.D., and to the Superintendent of the district concerned.

Deputation of officers of the Criminal Investigation Department.

511. (1) In any case in which the services of an Officer of the Criminal Investigation Department are asked for, or whenever an officer is deputed by the order of the Deputy Inspector-General or of the Inspector-General to conduct an investigation or inquiry of any kind, the officer deputed should generally take with him a letter addressed to the Superintendent prescribing the work upon which he is sent.

(2) (*a*) If the Superintendent is away in camp, the officer deputed should hand over the introductory letter for the Superintendent or report his arrival, to the Superintendent of the District Police Office, and should submit immediately a report in writing as to the course of investigation he is adopting. He should thereafter take the first available opportunity of seeing the Superintendent if the inquiry is likely to be a lengthy one.

(*b*) He should also see the Collector of the District, if at headquarters and acquaint him with the facts of the investigation or inquiry which he has been deputed to conduct.

(3) In the absence of special orders from the Deputy Inspector-General to the contrary, if the case or inquiry exclusively concerns the one district, the officer should work directly under the orders of the Superintendent, who will then be responsible for the inquiry. In such cases, the case diaries should be submitted to the Superintendent.

(4) If, however, the inquiry extends over more than one district, the case diaries should be submitted to the Criminal Investigation Department direct but the officer should keep the Superintendents of the districts in which he is working fully informed of his doings, consult them, take their orders on matters affecting their districts and inform them of the result of the inquiry.

Superintendents to assist the Criminal Investigation Department officers.

512. Superintendents should give officers of the Criminal Investigation Department every facility for conducting inquiries in their districts and should make available for their assistance the local knowledge of the District Police. The Officers of the Criminal Investigation Department have the same right of inspecting records as the District Police.

Case Diaries and other Criminal Investigation Department records.

513. The Case Diaries of officers of the Criminal Investigation Department are subject to the same rules as those of the District Police. All other records of the department are confidential.

Branches of work in Criminal Investigation Department office.

514. The work of the office of the Criminal Investigation Department is divided into five branches :—

(1) Special Branch or Special Branch work.

(2) Crime Branch and Criminal Intelligence not of a specially confidential nature.

(3) 'X' Branch.

(4) The Police Laboratory.

(5) The Finger Print Bureau.

NOTE.—Item (5), the Finger Print Bureau is located at Vellore, North Arcot district under the control of the Principal, Police Training College, Vellore.

Special Branch work.

515. Special Branch work is strictly confidential and must be kept entirely separate from any matters, such as information for the *Criminal Intelligence Gazette*, unconnected with it. All Special Branch Intelligence must be communicated to the Criminal Investigation Department by Gazetted Officers in their own hands.

Crime Branch.

516. (1) The executive officers of this branch investigate into cases falling under Police Standing Order No. 507.

Criminal Intelligence.

(2) As regards Criminal Intelligence, information will be collected and disseminated with regard to the following matters :—

(*a*) Serious crimes.

(*b*) Property lost or stolen and suspicious property recovered.

(*c*) Counterfeit coins and currency notes.

(*d*) Arms and ammunition.

(*e*) Persons wanted or arrested by the Police, missing persons and suspicious individuals.

(*f*) Military deserters.

(*g*) Asiatic nomads, foreigners and foreign nomads.

(*h*) Notifications under the Foreigners' Act.

(*i*) Scientific aids to detection.

(*j*) Interesting cases.

(*k*) Interesting extracts.

(*l*) Notes for the guidance of investigating officers.

Criminal Intelligence Gazette.

(3) Such information will ordinarily be published weekly in the *Criminal Intelligence Gazette*. Matters intended for publication should be sent in, as far as possible, ready for the press, carefully drafted and written on one side of the paper only. Attention must be paid to the authorized spelling of Indian names.

Extracts from the Criminal Intelligence Gazette in the Regional languages.

(4) The *Criminal Intelligence Gazette* will be issued in English only. When a Superintendent considers that any information published in it should be circulated in the regional language, he can do so by means of the District Police Sheet, provided that no information of a confidential character may be so promulgated but must be communicated by cyclostyled circulars.

Criminal Intelligence Gazette—Supply to certain officers.

G.O. 1566, Home, 29 July 1936.

(5) The *Criminal Intelligence Gazette* will be supplied to such officers outside the control of the Madras Government as the Inspector-General of Police, with approval of the Government, may direct.

'X' Branch.

517. 'X' Branch consists of a special staff for investigating suspected cases of corruption on the part of the public servants.

The Police Laboratory.

518. The examination of disputed documents, counterfeit coins and currency notes and of foot-prints is being done in the Police Laboratory. The Fire-Arms expert who is also attached to this Laboratory, assists the Chemical Examiner to Government in cases of examination of firearms, etc.

Finger Print Bureau.

519. Instructions regarding Finger Print work are given in Chapter XLV.

Instructions for reporting information.

520. Instructions for reporting information under the headings of the *Criminal Intelligence Gazette* are given below :—

(1) *Serious crimes.*—This will include the cases in which special reports have been prescribed in Order No. 508 and any other cases possessing instructive features, which should be made generally known.

(2) *Property.*—Lists of property should be confined to articles capable of identification or to rare and highly valuable articles.

(3) *Persons wanted.*—Rolls for persons wanted should only be sent for publication when there is good reason to believe that the individual will travel beyond the districts to which the District Police Sheet is circulated.

Release Notice of Dangerous Criminals.

521. (1) In order that the Police may be warned that a dangerous criminal is about to be released from jail, the Criminal Investigation Department will publish in the *Criminal Intelligence Gazette* a Release Notice of such an individual, shortly before his release from jail.

(2) The Release Notice will take the form of a description and concise history of the criminal.

(3) Release Notices will be published for any particular criminal who is likely to commit crime over a large area, such as a domestic servant, forger, coiner, swindler, etc.

(4) (*a*) Release Notices will be printed on separate sheets and forwarded with the *Criminal Intelligence Gazette.*

(b) All Police Officers, who receive the *Criminal Intelligence Gazette*, should place in a separate file for reference, the Release Notices of criminals who are likely to operate within their jurisdiction.

Superintendents to send a report of conviction of Criminal whose Release Notice is to be published.

522. The Superintendent should report to the Criminal Investigation Department direct the conviction of any criminal included in the preceding order, or of any other criminal whose Release Notice, he considers, should be published. The report will give the following particulars:—

(1) full personal description ;

(2) a brief history of the individual detailing his criminal career and criminal propensities ;

(3) the probable date of release and the jail in which confined.

Importance of Criminal Investigation Department watching notorious criminals.

523. One of the most important duties of the Criminal Investigation Department is to keep a watch over the movements of and furnish Superintendents with information concerning, the most notorious and dangerous criminals, and this will be of great advantage to districts. The foregoing instructions must, therefore, receive close attention.

Photography.

524. The following photographic work is undertaken in the Criminal Investigation Department office :—

(1) Photographing any documents or other objects sent in by officers and making enlargement when necessary ;

(2) making enlargements of finger prints for the Finger Print Bureau ;

(3) maintaining a record of, and preserving, all photographs or negatives.

Enlargements.

525. Enlargements of finger prints will be made, for the Finger Print Bureau, of such impressions as are blurred or difficult to decipher, and on the requisition of a Court. Enlargements of handwriting will be made when forgery or disguising of the handwriting is suspected. Such an enlargement will generally disclose indications as to whether the writing was in a running hand or laboriously copied or touched up.

Criminal Investigation Department—Gazetted Officers Report.

526. Gazetted officers of the Criminal Investigation Department should send all reports of investigation and communications direct to the Criminal Investigation Department and not through Superintendents, but they should send copies of all their reports of investigation to the Collectors and the Superintendents of the districts concerned and communicate to these officers information of any matter of criminal interest or importance which comes to their notice.

Criminal Investigation Department officers not to wear uniform.

527. Except upon ceremonial occasions, officers of the Criminal Investigation Department should not wear uniform and have instructions not to receive their superior officers with a military salute.

Superintendent, Special Branch and Superintendent, Crime and 'X' Branch.

528. For purposes of administration the Superintendents, Special, Crime and 'X', Branches are responsible for the maintenance of discipline in the Special Branch and the Crime and 'X' Branches respectively so far as the routine work is concerned.

Address.

529. All correspondence intended for the Crime and 'X' Branch shall be addressed to the Superintendent of Police, Crime and 'X' Branch, and that intended for the Special Branch shall be addressed to the Superintendent of Police, Special Branch. The address of all the branches of the Criminal Investigation Department is Mylapore, Madras-4.

CHAPTER XXVI-A.

THE MADRAS POLICE RADIO BRANCH.

Organisation.

530. The Madras Police Radio Branch was officially started in October, 1948. The Madras Police has an up-to-date Radio Network. Other States in India have also their own. Investigating Officers can broadcast information to any Police Officer, in any of the important Cities or District Headquarters in any part of India at the quickest possible time, about crimes and criminals. All messages relating to law and order may also be passed over the Police Radio. G. O. 2236, Home, 12 June 1948.

531. (*a*) This technical organisation will be called the Madras Police Radio Branch and will consist of the following subject to such additions as may be prescribed from time to time:—

(i) The State Police Radio Network.
(ii) The Police Radio Signal School.
(iii) The General Maintenance Workshop.

(*b*) The Madras City Police, the Malabar Special Police and the Special Armed Police Radio Branches, and the Urban Police Radio Networks will be distinct from the Madras Police Radio Branch.

(*c*) The Inter State Police Radio Network, a separate organisation run by the Govenment of India, has its own station at Madras. Messages to Police officers in other States in India and *vice versa* have to pass through this Station.

G. O. 3143, Home, 10 October 1953.

532(i) The present scheme of the State Police Radio Network consists of 14 Static (fixed) stations and 18 Transportable stations. Two of these Static stations function at Madras as Control stations. For the three Police District Headquarters at Madurai, 2 Static stations exist one for Madurai Urban the other for Ramanathapuram. All other districts with the exception of Chingleput have a Static station at their respective Headquarters. An additional static station has been provided at Nagapattinam.

(ii) Transportable stations are alloted at the rate of one for each Superintendent of Police one for each of the Deputy Inspectors-General of Police including the Deputy Inspector-General of Police, Railways and C.I.D. Madras, and one for the Inspector-General of Police.

(iii) Malabar Special Police Radio Branch has its fixed stations at Tiruchirappalli, Palani and Madukkarai and Transportable stations connecting the Headquarters of the Companies during their various movements.

(iv) Special Armed Police Radio Branch has its fixed stations at the Battalion Headquarters, Avadi, besides transportable stations connecting the detachment Headquarters during their movements.

(v) Urban and City Police Radio Net work:—

Mobile stations are kept at the following important towns:—

Madras City	13
Madurai	9
Coimbatore	6
Tiruchirappalli	8

These are intended for use to maintain communication with the Control room during times of emergency, disturbances to the public tranquillity, regulation of traffic and during the visits of important personages. These stations operate within the area of the respective towns.

Control.

533. (*a*) This branch will be under the direct charge of the Police Radio Officer, Madras and will be under the general control of the Inspector-General of Police, Madras, who will be assisted by the Deputy Inspector-General of Police, Railways and C.I.D., Madras. The Deputy Inspector-General of Police, Railways and C.I.D., will exercise the same powers over the Police Radio Branch as those exercised by the Range Deputy Inspectors-General of Police over the District Police.

(*b*) The Police Radio Officer will also exercise general technical supervision over the Madras City Police, the Malabar Special Police, the Special Armed Police and the Urban Police Radio Networks.

(*c*) The Commissioner of Police and the Commandants of the Malabar Special Police and Special Armed Police will generally act in consultation with the Police Radio Officer in all important matters relating to the technical staff under their administrative control as also in technical matters concerning their networks. Superintendents of Police will similarly consult the Police Radio Officer in all technical matters relating to Urban Radio Networks under their control.

Use of transportable stations and their control.

534. (*a*) The radio sets supplied for transportable stations shall be used under the following circumstances. It may be taken by the Superintendent of Police to camp in a Station wagon which has been provided for the purpese, so that he can keep in touch with his headquarters. It may also be sent to such places where he anticipates trouble or where Armed Reserve bandobast party is sent so that he can be kept informed of latest developments. If the Deputy Superintendent of Police has to go out on some urgent work, the set can be sent with him, so that he can report to the Superintendent of Police the exact situation on the spot, the set perhaps being sent back the following day according to local circumstances.

(*b*) The transportable station attached to a district will be in the charge of the head constable operator of the district headquarter fixed station.

SPECIAL TRAVELLING ALLOWANCE FOR TRANSPORTABLE STATION WORK.

(*c*) The Headconstable and Constable Operators accompanying the Superintendent of Police and other Officers with Transportable or Mobile Radio Stations will be allowed full daily allowance for the entire period of such duty,

Transpot for Transportable stations.

(*d*) When Police Officers move their transportable stations on camp they should provide proper transport. The Police Motor Vehicles attached to the Armed Reserve and particularly the station wagon allotted to each District, may be used for the purpose.

Office.

G.O. 2689, Home, 14 July 1948.

535. (*a*) The Police Radio Office will function as a separate unit. The Head Clerk will be the Chief Ministerial Officer responsible for the day-to-day routine work of the office,

(*b*) The work in the office will be regulated by the orders of the Government and the Inspector-General of Police as issued from time to time and according to the rules and regulations laid down in the various Codes and Manuals issued by the Government and generally applicable to all Government Offices and Government servants in the State of Madras,

Personnel.

536. (*a*) The Police Radio Branch will consist of the following personnel :—

Gazetted.

(1) Police Radio Officer.
(2) Technical Assistant to Police Radio Officer,

Non-Gazetted.

(i) *Executive*—
(1) Inspector.
(2) Sub-Inspectors/Sergeants.
(3) Head Constable Operators.
(4) Naik Operators.
(5) Lance Naik Operators.
(6) Constable Operators.
(7) Messengers.
(8) Drivers and Cleaners.
(9) Orderlies.

(ii) *Ministerial*—
Office staff of the Police Radio Office.

(iii) *Technical*—
(1) Radio Supervisors.
(2) Electricians.

(*b*) The qualifications for appointment, the conditions of service of the personnel and such other matters will be governed by the *ad hoc* rules, issued separately for these posts.

537. The sanctioned strength of operators for static and transportable stations is as follows :—

(*a*) District Static Stations	1 Head constable, 1 Naik. 1 Lance Naik, and 1 Constable for each station.	G.O. 2336, Home, 18 June 1948 and G.O. 1070, Home, 31 March 1953, G.O. 3045 Home, 26 July 1948.
(*b*) Transportable Stations	1 Naik and 2 Lance Naiks for each station.	
(*c*) Control Stations at Madras.	2 Head constables and 2 Naiks for each Control Station.	

Gazetted staff.

Duties of Police Radio Officer.

538. (1) The Police Radio Officer will be in charge of the Madras State Police Radio Network including the School and the Workshop and will exercise the administrative and financial powers of a Superintendent of Police. He will exercise administrative powers over the technical staff of the Urban Radio Networks and technical supervision over the Urban Radio Networks. He will also exercise technical supervision over the Madras City Police, the Malabar Special Police and the Special Armed Police Radio Networks. He will be responsible for the efficient maintenance and operation of all the equipment in the Madras Police Radio Branch and the Madras City Police, Malabar Special Police, Special Armed Police and Urban Radio Networks.

(2) He will inspect all the Static and Control Police Radio stations in the State, the Urban, the Madras City Police, the Malabar Special Police and the Special Armed Police Radio Networks at least once a year and that of all the Transportable Radio Stations and Mobile Radio stations of all the Radio networks once in two years and will submit reports to the Inspector-General of Police through the Deputy Inspector-General of Police, Railways and C.I.D., in respect of the stations in the State Police, through the Range Deputy Inspector-General of Police, in respect of the Urban Police Radio Networks, through the Commissioner of Police, Madras,

in respect of radio stations in the Madras City Police Radio Network and Special Armed Police Radio Network, Avadi and through the Deputy Inspector-General of Police, central Range, Tiruchriappalli, in respect of Radio stations in the Malabar Special Police Radio Network.

G.O. Ms. 2870, Home 27 July 1948. (3) He will work in close liaison with the Director, Directorate of Co-ordination, Police wireless, Ministry of Home Affairs, New Delhi, and the Police Wireless Officers of other States.

(4) He will act in liaison with the radio services of the Defence Services, Posts and Telegraphs and Railways and will co-ordinate and co-operate with these agencies during times of emergency.

(5) He will represent the State Police Radio on the Regional Wireless Advisory Committee, Madras.

(6) He will hold all examinations for promotion.

(7) He will submit weekly reports to the Deputy Inspector-General of Police, Railways and C.I.D., according to Police Standing Order 137.

Maintenance of personal files.

539. The orders in Chapter XII will apply to the Radio Branch also.

Duties of Technical Assistant to Police Radio Officer.

540. (1) The Technical Assistant to the Police Radio Officer will be under the immediate control of the Police Radio Officer and hold charge of the workshop. He will hold the direct charge of the test instruments and meters in the workshop and supervise their use as required. He will be responsible for all the Government properties in the workshop.

(2) He will supervise the work of the supervisors and electricians at Madras and at various headquarters.

(3) He will be responsible for the proper servicing and maintenance of radio equipments.

(4) He will maintain history sheets for various radio equipments.

(5) All defective components and unserviceable equipments should be put up to the Police Radio Officer for condemnation and his orders taken and all articles supplied to him from stores should be accounted for.

(6) He should, whenever ordered by the Police Radio Officer, go on tour, check, instal or test the equipment. A tour programme of quarterly inspections of Radio Stations in the Madras Police Radio, Malabar Special Police, Special Armed Police and Madras City Police Radio Networks will be submitted by him to the Police Radio Officer, and the inspections as approved carried out. These inspections will be limited to the Technical side of the aforesaid Radio Networks. Reports on these inspections will be submitted to the Police Radio Officer.

(7) He should watch and put up reports about the work of the supervisors under him once in six months to be entered in their personal sheets.

(8) He should undertake technical instructions in the school whenever required by the Police Radio Officer.

(9) He will submit weekly reports to the Police Radio Officer, of technical work, tests and experiments conducted by him.

(10) He shall also be responsible for the maintenance and use of vehicles in the Police Radio Branch.

(11) He will sanction casual leave to the staff in the Office and to the technical staff at Madras.

(12) He will be responsible for the Office administration, check the Cash Book and maintain the Personal Files of Lower Division Clerks and Typists of the Office and all Radio Electricians.

(13) When in Headquarters the will attend Office daily from 9 a.m. to 5 p.m. with a break from 1 p.m. to 2 p.m. for lunch.

(14) He will check up all Radio and Engine items (i.e., all items other than regular Police Stores, such as boots, clothing, etc.) in the Stores once a quarter and submit a report to Police Radio Officer regarding any deficiencies.

Duties of Inspector (Executive staff).

541. (1) He will be the Signal Officer for the Madras Police Radio Network, and will be responsible for the discipline and efficiency of the Operating staff, and efficient working of the communication service.

(2) He will inspect the Radio Stations in the State Police Radio Network and the Urban Police Radio Networks at leaat once a year and submit his report to the Police Radio Officer. In respect of the Urban Radio Networks, he will

submit copies of his reports to the concerned Suprintendents of Police and Range Deputy Inspectors-General. These reports will be confined mainly to administration and operating work, i.e., generally excluding actual technical matters.

(3) He will also be in liaison with the Signal Units of the Defence Services, Post and Telegraphs and Railways.

(4) He will be in charge of the Signal School at Madras. He will be immediately responsible to the Police Radio Officer for the efficient training of the men, and will exercise disciplinary and executive control over the trainees and men under him. He will hold weekly tests and will submit results to the Police Radio Officer. He will be in charge of the boarding, lodging and sanitary arrangements for the trainees. He should take out men in the vehicles and give proper instructions in the practical installation and working of transportable, mobile and fixed stations. He should maintain personal sheets for each trainee and should enter the weekly results in the sheets.

(5) He should be available to undertake special monitoring or specialised security work out of school hours and assist the Police Radio Officer.

(6) He will be responsible for all the Government properties and various radio equipment of the Signal School.

(7) He will undertake refresher courses for Radio Operators to improve their efficiency and conduct tests and examinations whenever required.

(8) He will sanction casual leave to the Trainees.

(9) He will assist the Technical Assistant to the Police Radio Officer in the maintenance of/and use of vehicles in the Police Radio Branch.

(10) When in headquarters he will attend office daily from 8 a.m. to 5 p.m. with a break for lunch from 1 p.m. to 2 p.m.

Duties of Sub-Inspectors.

542. (1) The Sub-Inspector will be in direct charge of the Master Control station or the stations within his range as the case may be and emergency radio networks whenever required. He will work in close co-operation with the officer in charge of the Urban Radio Networks.

(2) He will be directly responsible for the control of the staff under him in the Master Control or Range concerned and will also be responsible for the general control of the men in the various stations in his range.

(3) He will maintain close liaison with Defence Services Signal organisations, if any, and the Radio stations of Postss and Telegraphs and Railways located in his jurisdiction.

(4) He will also undertake operating work during emergencies and whenever necessary.

(5) He will visit and check the fixed and transportable stations under his control as often as possible.

(6) He will scrutinise the daily logs of all his radio stations and take prompt action if any slackness is noticed on the part of operators resulting in delays of messages, etc.

(7) He will also attend to the proper maintenance of radio equipment and adjustment and minor repairs when technical staff is not readily available.

(8) During emergencies he will be immediately on the spot and take immediate action in the set up for radio networks.

(9) He will keep his stations and the Inspector and the Police Radio officer informed of his movements.

(10) He will inspect the stations once a quarter and submit reports to the Police Radio Officer.

(11) He and the technical staff in his range or station will work in close co-operation.

(12) He will pay special attention to the operating efficiency of the men under him and arrange for refresher courses from time to time.

(13) He will maintain a note book and submit weekly diaries to the Police Radio Officer.

(14) He will be in charge of all Government properties in his range or Madras Headquarters, as the case may be, and will be responsible for their maintenance, upkeep and safe custody.

(15) He will sanction casual leave to the men under him up to a limit of seven days.

Duties of Operators and General.

543. The working hours in a Static Radio station will be divided into two shifts, the first from 08·00 to 13·00 hours and second from 14·00 to 17·00 hours with an interval from 13·00 to 14·00 hours. One Head constable and one constable will work together in the first shift and 1 Naik and 1 Lance Naik will work together in the second shift, by turns. Though not actually on work, the men should be near at hand, if required

during hours of heavy traffic. The Head constable when not on work, will do supervisory duties of the station. The men can have off duties, by turns, once a week.

Duties of Head constable Operators:

544. (1) The Head constable operator will be in-charge of the District Headquarter fixed station and all the transportable stations attached to the district.

(2) He will do operating work, as stated in order 543 by turns in the station and he will be responsible to see that one operator is always present at the station to attend to emergency telephone calls and be ready to switch on the radio station on a warning from the Master Control station or any out-station.

(3) He will be responsible for the control of the staff under him subject to the general control exercised by the Sub-Inspector.

(4) He will be responsible for the technical efficiency and discipline of the staff in the station.

(5) He will scrutinise daily logs and submit them to his Range Sub-Inspector.

(6) During disturbances and other emergencies, such as cyclones, floods, etc., the Head constable operator should take care to see that radio communication is not interrupted due to breakdown of mains, want of batteries, damage to aerial installation or any such cause. He should take all the precautions and steps necessary during emergencies to keep up and maintain uninterrupted communications.

(7) He will be responsible for the routine maintenance and safe custody of the radio equipment and allied accessories and other Government properties in the station.

(8) He will sanction casual leave up to three days to the men under him in urgent cases when it is not possible to contact the Sub-Inspector personally or by R.T. Ordinarily the casual leave applications should be forwarded to the Range Sub-Inspector for orders. The casual leave register and the Medical History Sheet should be maintained by him.

(9) He should maintain a high standard of security and guard against leakage of secret messages and sabotage by subversive and hostile elements.

(10) He will maintain the visiting book, inspection book and other records relating to his station.

(11) He should undertake monitoring or any other specialised work, whenever required.

Duties of Naik, Lance Naik and Constable Operators.

545. (1) The operator will operate on continuous waves and Radio Telephony and maintain log books and should be available for duty always. Two operators shall always be on duty in each station.

(2) He should manipulate and work all types of equipment available at the station and will work the auxiliary equipments for generating power and maintain them properly attending to their spot routine maintenance.

(3) He should install fixed and transportable stations, erect aerials and establish communications when and wherever required.

(4) He will attend refresher courses from time to time to improve his efficiency.

(5) One operator will always be on duty at the radio station to attend to emergency calls and be ready to switch on the radio station on a warning from the Master Control station or any out-station.

(6) He will do monitoring work and other specialised work whenever required.

(7) All operators in the station have a joint responsibility for the safe custody of the radio equipment from a security point of view and maintain 100 per cent secrecy over the intelligence passing through the radio network.

Techinical Staff—Duties of Supervisors.

546. (1) They will attend to all first line maintenance and servicing of all radio equipments under their charge. They should not undertake any major repairs and should keep the Police Radio Officer informed of any breakdown and take instructions.

(2) They should from time to time visit the Radio stations under their charge and check up the equipments.

(3) Any damage to equipments caused by careless handling will entail the recovery being made from them of the cost of damage done.

(4) Whenever any emergency is proclaimed they should be on the spot and co-operate with the Sub-Inspector or the operator in charge in the maintenance of communication without interruption.

(5) They should fully co-operate with the Police Radio Executive staff and keep the Sub-Inspector and the radio stations under their charge informed of their movements.

(6) They should maintain weekly diaries showing the work done by them date-war. These should be submitted to the Police Radio Officer through the Technical Assistant.

(7) They will be responsible for the upkeep of all the Radio equipments under their charge.

(8) They will maintain History sheets for the radio equipments under their charge.

(9) They will distribute work to the Electricians under them and control their movements.

(10) They should be available for duty, outside normal working hours also, if called upon to do so.

(11) They are liable for transfer to any place in the State.

Duties of Electricians.

547. (1) They will be under the immediate control of the Supervisors and carry out all their instructions.

(2) They will attend to all minor repairs and servicing and maintenance of equipments.

(3) Any damage to equipment done by them due to careless handling will entail the recovery being made from them of the cost of damage done.

(4) They should co-operate fully with the executive staff.

(5) During emergencies they should be on the spot and attend to the various technical work connected with the operation of the radio stations and help the executive staff to maintain uninterrupted communication.

(6) They should be available for duty outside normal working hours also, if called upon to do so.

(7) They are liable for transfer to any place in the State.

Motor Transport.

548. The orders in Police Standing Order 192 will apply *mutatis mutandis* to the Radio Branch also. The powers and duties of the Reserve Inspector and the Headquarter Sergeant will be exercised by the Headquarters Radio Inspector and Radio Sergeant or Sub-Inspector respectively.

Duties of Messenger.

549. He will be a qualified motor-cycle despatch rider at Madras, but not so in the mufassal. His main duty will be the conveyance of messages and their delivery to the respective addressees. He should have sufficient working knowledge of English to enable him to read and understand addresses and effect efficient delivery. He will also attend to routine miscellaneous duties in the radio stations. His hours of working will ordinarily be 8 a.m. to 1 p.m. and 2 to 6 p.m. He will, however, be on duty at other times as the exigencies of service may demand.

Duties of Orderly.

549-A. He will attend to all routine miscellaneous duties. His hours of working will ordinarily be 8 a.m. to 1 p.m. and 2·00 p.m. to 5·00 p.m. every day. He will, however, be on duty as the exigencies if service may demand. He will also accompany officers on hour.

Punishments.

550. The Executive, Technical and Ministerial staff will, in matters of discipline and appeal, be governed by the rules governing the services to which they belong.

Rewards.

551. (i) Money rewards may be granted only to constable and Head constable operators for exceptional and outstanding good work. The work should not be routine in nature or one of routine overtime. As a guarantee that rewards are properly granted, they should be sanctioned only by the Deputy Inspector-General of Police, Railways and C.I.D., in the case of operators of the State Police Radio Network, by the Commissioner of Police, in the case of operators of the Special Armed Police Radio Network, and by the Deputy Inspector-General of Police, Central Range, in case of operators of the Malabar Special Police Radio Network, the Deputy Commissioner of Police, Law and Order or the respective Superintendents of Police for the Urban Radio Networks.

(ii) Technical personnel who are not members of the Police Force, are not eligible for money rewards with reference to Police Standing Order 40. In their cases instances of good work of outstanding merit and ability may be recognized by entries in their personal files. Such entries can be made only under the specific orders of the Deputy Inspector-General of Police.

Schedule of working hours.

552. This service will normally be available for 08·00 to 17·00 hours except with a break for lunch from 13·00 to

14·00 hours, subject to such modification, as may be ordered, in times of emergency. During public holidays and on Sundays they will function from 15·00 to 17·00 hours. But during emergencies this will be waived. Regarding the time schedule of Inter-State Police Network station, Madras, this station works during all days including holidays from 08·00 to 13·00 hours, 15·00 to 17·00 hours and from 18·00 to 22·00 hours.

Officers competent to use the Service.

553. All Police Officers can use the Police Radio Service for all Crime and Law and Order purposes. District Collectors can use the Police Radio Service only for purposes of Law and Order. Messages of a private nature are strictly prohibited.

Liaison between Defence Services, Signal Organisations and Posts and Telegraphs and Railways.

554. Close liaison will be maintained between the Madras Police Radio Branch and Radio Organisations of the Defence Services, the Posts and Telegraphs and the Railways, especially during the emergencies. Standing reciprocal arrangements for the transmission of messages to destinations covered by any one of the organizations will be made from time to time by the representatives of these organisations meeting in conference.

Records to be maintained in Radio Stations.

555. (1) (*a*) Logs to be maintained in duplicate.

(*b*) IN and OUT register for registering IN and OUT messages.

(*c*) Cash book.

(*d*) Superior Officer's visiting book.

(*e*) Inspection notes register.

(*f*) Casual leave register.

(*g*) Bus and Railway warrant register.

(*h*) Attendance register.

(*i*) Tappal book.

(*j*) Police Radio Office—Standing Order file.

(*k*) Sub-Inspector's memo file.

(*l*) History books for various radio equipments and accessories (to be maintained by technical staff).

(*m*) Duty register.

(*n*) Government property register.

(2) *Range Office—Records to be maintained.—*

(*a*) Cash book.

(*b*) Logs for all the fixed and transportable stations in the Range to be retained for one year and then to be destroyed under the orders of the Police Radio Officer.

(*c*) Superior Officer's visiting book.

(*d*) Inspection Notes register.

(*e*) Casual leave register.

(*f*) Bus and Railway warrant books.

(*g*) Personal sheets, small service books and Defaulter sheets of operators in the Range including constable operators.

(*h*) Tappal book.

(*i*) Police Radio Officer's Standing Order file.

(*j*) Sub-Inspector's memo book.

(*k*) Log check register.

(*l*) Government property register.

(*m*) Stock register.

(*n*) Police Gazette file.

Musketry Practice.

556. The Superintendents of Police concerned will arrange for musketry practice for Head constables and constables, according to Taluk Police scale. Inspectors, Sub-Inspectors and Sergeants will be given revolver practice according to the prescribed scale. The Commissioner of Police, Madras, will arrange for the musketry and revolver practice for the personnel employed in Madras City.

Protection clause.

557. All the Intelligence passing through the various Radio Networks will be considered as secret and will be protected under sections 123, 124 and 162 of Indian Evidence Act, 1874.

Radio Black out.

558. Whenever Radio fade-outs and magnetic storms affect the signals, this service will fail to function for the period of such adverse phenomena. The Superintendents of Police should then help the operators to dispose of all urgent messages by telegraphic service or otherwise.

Summer effect on Radio signals.

559. During the summer from the middle of February to end of August there will be adverse effect on radio signals due to ionospheric disturbances between 11·00 and 14·00 hours daily. This situation is beyond control and during

this adverse period of the day, radio messages should as far as possible be avoided by all officers using this radio communication service.

Source of Power.

560. For economy all fixed stations at District Headquarters will be worked off local commercial supply of A.C. power. As an uninterrupted communication service will depend upon uninterrupted supply of this power mainly the Superintendents of Police will be in touch with the local Electrical Engineer in charge and make arrangements to get advance information for the radio stations about temporary shut downs or breakdowns of this supply and they should be vigilant especially during emergencies.

561. The fixed stations should not be moved by any officer except under orders of the Inspector-General of Police. The transportable stations attached to the Inspector-General of Police, the Deputy Inspectors-General of Police, Superintendents of Police, and other officers can be moved by them only within their jurisdictions but the Inspector-General of Police can order the transfers of these stations for emergency employment anywhere in the State. All requirements for radio service should be addressed to the Inspector-General of Police, Madras.

Security watch over radio staff.

561-A. As this is mostly a security service and considerable damage could be caused by unscrupulous Operating staff employed in this Branch, an unobstrusive security watch should be maintained over them by the Suprintendents of Police concerned.

Protective measures for radio installations.

562. These installations should be treated as vital and protected areas and the security of such installations is the responsibility of the concerned Superintendents of Police in Districts and of the Commissioner of Police in the City of Madras.

Inter-State Police Network.

563. This service will be utilised for purposes of law and order by Police officers, Collectors and Secretaries to Government. This group links all the States and Cities in the Indian Union and thus messages could be passed to any of the District Headquarters in any State.

Uniform.

564. The officers and staff will wear such uniform as may be prescribed.

Message instruction.

565. (*a*) All Radio messages should be sent as written in the prescribed Radio message forms for transmission and signed by the originator with his designation affixing proper priority.

(*b*) As far as possible it is safer to send messages in writing to Radio stations than by phone in order to avoid phonetic errors which will lead to the mutilation of messages.

(*c*) Oral instructions to an operator for transmitting messages to be framed by him should be avoided.

(*d*) All code or cipher messages should be necessarily sent as written to avoid phonetic errors and consequent mutilation of messages.

(*e*) As far as possible messages should be in telegraphic language, clear, concise and easily understood.

(*f*) Ordinarily a message should not exceed 30 words.

566. Conditions of service qualifications and method of appointment, promotion for the different categories of the Police Radio Branch are governed by the Ad Hoc Rules for the various categories as detailed below :—

(i) Technical Assistant to the Police Radio Officer.	G.O. Ms. No. 2539, Home, dated 22nd June 1949.
(ii) Subordinate Technical Staff.	G.O. No. 3082, Home, dated 22nd August 1952.
(iii) Subordinate Police Officers.	G.O. No. 329-A, Home, dated 25th January 1950.

CHAPTER XXVII.

VILLAGE POLICE.

567. The duties of village officers in their relations with the Police for the prevention, detection and prosecution of crime, etc., are given in sections 1 to 5-A, 9 and 10 of Chapter III of the Village Officers' and Ryots' Manual (1931 edition) reproduced below :—

1. RELATIONS WITH THE POLICE.

The head of the village under Regulation XI of 1816 has important police powers in his village and the ordinary police when on duty in a village should treat the head of the village with deference and courtesy. His advice and assistance should

be sought, and constables should be instructed to see the heads of villages frequently, consult with, and take advice from them. The Police, while engaged in preventing and detecting crime in a village, are entitled to the fullest aid and co-operation of the head of the village, who, with his talaiyaris, must afford them all the assistance in his power.

The village headman, or as he is commonly known, the village magistrate, is responsible for the performance of village police duties. For this purpose he has under his orders the village watchman or talaiyari, who is provided by the Police Department with a badge bearing the inscription "Village Police" and a lathi.

Talaiyaris are required to act under orders of the village magistrate and to patrol the village and high roads and thoroughfares within its limits, to report the movements of criminals entered in the village magistrate's register and the presence of suspicious strangers and, generally, to assist the Police in the execution of their duties. They shall, on the orders of the Collector, patrol such portions of the open railway line as may be allotted to them, irrespective of the villages to which they belong.

2. When a police constable visits a village for any purpose, the village magistrate or, in his absence, the karnam, or some other respectable person of the village, must sign the constable's beat book entering therein the hour of arrival and may also enter the purport of any information communicated to him. If the information is bulky, it should be written on a separate piece of paper and given to the constable.

3. The head of a village and village watchers are bound to give every assistance that may be required of them by the constabulary in executing warrants of arrest, search warrants and warrants for the distress and sale of movable property for the recovery of fines, or in arresting persons for the commission of offences for which the Police are authorized to arrest without warrant. The head of a village should also assist the police in the prevention of disorder and crime during railway strikes and in all railway strike operations.

4. The head of a village should see that the constabulary do not use the talaiyaris for the carriage of kit, etc.

Village magistrates and talaiyaris are under the control of the Collector and Revenue Divisional Officer.

2. PREVENTION OF CRIME.

The head of a village should understand that it is his duty to strive by all means to prevent the commission of offences within the limits of his village.

2. It is his duty to communicate to the Police any information which he may receive of gangs of robbers, or regarding suspicious persons who have entered his own or any other village, and to co-operate in all things for the general security of the country.

3. It is his duty to report to the local Executive Magistrate and the Police the arrival, in his village, of strangers of suspicious appearance and all information which he may be able to collect regarding such persons. For this purpose he should maintain a register in the form prescribed in Appendix XVII,* and it will be open to the inspection of Police and Magisterial Officers.

4. When there is a likelihood of any breach of the peace taking place, he should give immediate intimation to the nearest Police as well as to the Magistrate in view to steps being taken to prevent its occurrence.

5. The head of a village should maintain a register in the form prescribed in Appendix XVIII *—of known depredators, members of a permanent criminal gang or persons who have been ordered under section 565, Criminal Procedure Code, to report themselves to the Police, residing within his village limits and of such notorious suspects as he may be required by the Police to watch. Entries in the first five columns of the register will be made by the station-house officer or by some officer to whom he is subordinate. If any person entered in this register absents himself from his village, it is the duty of the head of the village to report the absence forthwith to the station-house officer by means of a memorandum form–vide section 3 infra. When the individual returns, a similar report regarding the return should be forwarded. This and all other Police registers maintained by heads of villages will be open to the inspection of the Police.

6. Under section 45 of the Criminal Procedure Code it is the duty of every village headman, village accountant, village-watchman, village police officer, owner or occupier of land, and the agent of any such owner or occupier in charge of the management of that land and every officer employed in the collection of revenue or rent of land on the part of Government or the Court of Wards, to communicate forthwith to the nearest

(* Of the Village Officers' and Ryots' Manual.)

Magistrate or to the officer in charge of the nearest police station, whichever is the nearer, any information which he may possess respecting :—

(1) (a) the permanent or temporary residence of any notorious receiver or vendor of a stolen property in any village of which he is headman, accountant, watchman or police officer, or in which he owns or occupies land, or is agent, or collects revenue or rent ;

(b) the resort to any place within, or the passage through, such village of any person whom he knows, or reasonably suspects, to be a thug, robber, escaped convict or proclaimed offender :

(c) the commission of, or intention to commit in or near such village any non-bailable offence or any offence punishable under section—

143. Being member of an unlawful assembly,

144. Joining an unlawful assembly armed with any deadly weapon,

145. Joining or continuing in an unlawful assembly, knowing that it has been commanded to disperse,

147. Rioting, and

148. Rioting armed with a deadly weapon, of the Indian Penal Code.

Note.—Cases of petty theft which the head of a village takes up for trial himself under section 6 of Regulation IV of 1821, need not be reported to the Sub-Magistrate and Police until after disposal—Vide paragraph 5 under section 6.

(d) the occurrence in or near such village of any sudden or unnatural death or of any death under suspicious circumstances or the discovery in or near such village of any corpse or part of a corpse, in circumstances which lead to a reasonable suspicion that such a death has occurred or the disappearance from such village of any person in circumstances which lead to a reasonable suspicion that a non-bailable offence has been committed in respect of such person ;

(e) the commission of, or intention to commit, at any place out of India near such village any act which, if committed in India, would be an offence punishable under any of the following sections of the Indian Penal Code, namely :—

231.—Counterfeiting coin.

232.—Counterfeiting Indian coin.

233.—Making or selling instruments for the purpose of counterfeiting coin.

234.—Making or selling instruments for counterfeiting Indian coin.

235.—Possession of instrument or material for the purpose of using the same for counterfeiting coin.

236.—Abetting in India the counterfeiting out of India of coin.

237.—Import or export of counterfeits of coin.

238.—Import or export of counterfeits of Indian coin.

302.—Murder.

304.—Culpable homicide not amounting to murder.

382.—Theft after preparation, made for causing death, hurt or restraint, in order to the committing of theft.

392.—Robbery.

393.—Attempt to commit robbery.

394.—Voluntarily causing hurt in committing robbery.

395.—Dacoity.

396.—Dacoity with murder.

397.—Robbery or dacoity, with attempt to cause death or grievous hurt.

398.—Attempt to commit robbery or dacoity when armed with deadly weapon.

399.—Making preparation to commit dacoity.

402.—Assembling for the purpose of committing dacoity.

435.—Mischief by fire or explosive substance with intent to cause damage to amount of 100 rupees or in case of agricultural produce, 10 rupees.

436.—Mischief by fire or explosive substance with intent to destroy house, etc.

449. House-trespass in order to commit offence punishable with death.

450.—House-trespass in order to commit offence punishable with transportation for life.

457.—Lurking house-trespass or house-breaking by night in order to commit an offence punishable with imprisonment.

458.—Lurking house-trespass or house-breaking by night after preparation for hurt, assault, or wrongful restraint.

459.—Grievous hurt caused whilst committing lurking house-trespass or house-breaking.

460.—Death or grievous hurt caused by one of several persons jointly in house-breaking by night, etc.

489-A. Counterfeiting currency notes or bank notes.

489-B. Using as genuine forged or counterfeit currency notes or bank notes.

489-C.—Possession of forged or counterfeit currency notes or bank notes.

489-D.—Making or possessing instruments or materials for forging or counterfeiting currency notes or bank notes.

(f) Any matter likely to affect the maintenance of order or the prevention of crime or the safety of person or property respecting which the Collector, by general or special order made with the previous sanction of the State Government, has directed him to communicate information.

(2) In this paragraph—

(i) "Village" includes village lands ; and

(ii) the expression "Proclaimed Offender" includes any person proclaimed as an offender by any Court or authority established or continued by the Central Government in any part of India in respect of any act which, if committed in India, would be punishable under any of the following sections of the Indian Penal Code, namely, 302, 304, 382, 392, 393, 394, 395, 396, 397, 398, 399, 402, 435, 436, 449, 450, 457, 458, 459, and 460.

7. If a village headman, village accountant, village watchman or other person mentioned at the beginning of the preceding paragraph intentionally omits to communicate forthwith to the nearest magistrate or to the officer in charge of the nearest police station, whichever is the nearer, any information which he may possess respecting the matters specified in the preceding paragraph he is liable, on conviction under section 176, Indian Penal Code, to be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to Rs. 500 or with both or, if the information respects the commission of an offence or is required for preventing the commission of an offence or in order to the apprehension of an offender, with simple imprisonment which may extend to six months or with fine which may extend to Rs. 1,000 or with both ; if he knows or has reason to believe that an offence mentioned in clause (c) of the preceding paragraph has been committed or an act has been committed at any place out of India near the Village which if committed in India would be an offence punishable under any of the following sections of the Indian Penal Code, namely, 302, 304, 382, 392, 393, 394, 395, 396, 397, 398, 399, 402, 435, 436, 449, 450, 457, 458, 459 and 460, and if he intentionally omits to give the information as required under paragraph 6 above, he will be liable on conviction under section 202, Indian Penal Code, to imprisonment of either description for a term which may extend to six months or with fine or with both.

8. It is also the duty of every village headman to report to the nearest magistrate or to the officer in charge of the nearest police station all cognizable offences committed within the limits of his village other than petty thefts referred to in paragraph 5 under section 6. Failure to report will render him liable to departmental punishment.

It is the responsibility of the head of the village to preserve in tact scenes of offences in cases of murder, house-breaking, robbery, dacoity, rioting, accidental death and suicide. Particular care should be taken about finger and footprints. The responsibility of the head of the village will cease when the Police arrive on the scene for investigation. G.O. Ms. No. 1612, Revenue, June 1950. B.P. Press No. 23. 26 Apr, 1950.

9. Village watchmen should ordinarily communicate any information of the nature referred to in paragraph 7 or relating to other cognizable offences to the headmen of the villages in the first place.

They are required to act under orders of the heads of their villages and to patrol the village and high roads and thoroughfares within its limits, to report the movements of criminals entered in the village headman's register and the presence of suspicious strangers and generally to assist the Police in the execution of their duties.

10. Should robbers attack any person or property, it is the duty of the village head and the village watchman to induce the villagers, by personal effort and example, to unite and by force resist the party, instead of running away or yielding to them. The villagers should be made to understand that nothing is an offence which is done in the exercise of the right of private defence, and that it is open to them to use all possible means of resistance and to employ firearms or any other weapon of self-defence but that their first endeavour should be to secure the persons of the offenders.

11. * * * * *

3. VILLAGE HEADMEN'S REPORTS.

When a village headman receives any information of the nature referred to in paragraphs 6 and 8, under section 2* he shall at once record a statement from the complainant or informant, which should be read over to the complainant or informant as the case may be, and his signature or thumb-impression obtained thereto. He shall immediately prepare a report in triplicate in the form prescribed in Appendix XIX† one copy of which should be despatched forthwith along with the original statement of the complainant or informant to the Police, and another, along with a true copy of the statement simultaneously to the Sub-Magistrate. Third copy of the crime report should be retained as an office copy. The village headman should not record statements from witnesses but his report should contain all information immediately available G.O. No. P. 1155, Home, 29 June 1936, B.P. Press No. 86, 13 July 1936.

* Of Chapter III of the Village Officers' and Ryots' Manual.
† Of the Village Officers' and Ryots' Manual.

and the names of witnesses so far as ascertained by him. Care should be taken to note therein the time of the offence and the names and descriptions of such of the offenders as have been identified.

G.O. No. 1745, Rev., 11 Aug. 1936.

Note.—The crime report of a village headman who has no village servants should ordinarily be despatched to the Police station and Sub-Magistrate, through the village servants of an adjacent village. But whenever, this is not possible, the village headman concerned may employ a messenger on a wage not exceeding three pies a mile and then recover it from the Sub-Magistrate concerned.

2. The Village Headman's Memorandum book—Appendix XIX—should be used for reporting all matters of a magisterial or police nature to superior magistrates and to police stations such as—

(a) Crimes.
(b) Accidental deaths.
(c) Suicides.
(d) Fires.
(e) Movements of persons entered in the register of K.Ds.
(f) Arrival and departure of suspicious strangers.

4. DETECTION AND PROSECUTION OF CRIME.

1. It is the duty of the head of a village to co-operate in all things for the apprehension of offenders.

2. Where the head of a village receives credible information of stolen property being concealed, and there is reason to apprehend that it will be made away with, unless prompt measures are taken to secure it, he shall cause a search to be made, and shall secure and forward the property, if found, with the offender, to the police station. If the place of concealment is a dwelling-house, the search shall be made only between sunrise and sunset.

A search list shall be prepared and the following instructions shall be followed. The search shall be made in accordance with the provisions of the Criminal Procedure Code and should be reported within 24 hours to the magistrate having jurisdiction :—

(i) Whenever it is necessary to cause a woman to be searched, the search shall be made by another woman with strict regard to decency.

(ii) Before making a search, the head of the village shall call upon two or more respectable inhabitants of the locality in which the place to be searched is situated to attend and witness the search and may issue an order in writing to them or any of them so to do. Any person who, without reasonable

cause refuses or neglects to attend and witness a search when called upon to do so by an order in writing delivered or tendered to him shall be deemed to have committed an offence under section 187 of the Indian Penal Code.

(iii) The search shall be made in the presence of two or more respectable witnesses as required above and a list of all things seized in the course of such search and of the places in which they are respectively found shall be prepared by such witnesses, but no person witnessing a search shall be required to attend the Court as a witness of the search, unless specially summoned by it.

(iv) The occupant of the place searched or some person on his behalf, shall, in every instance, be permitted to attend during the search, and a copy of the list prepared signed by the said witnesses shall be delivered to such occupant or person at his request.

(v) As a precaution against the introduction into a house of stolen articles by the searching officers, the latter should wear nothing but a loin cloth when entering the house.

(vi) Village officers are enjoined to observe very strictly the rules of procedure relating to the conduct of searches. As a precaution against the introduction of stolen articles by the searching officer, the person of the latter should be examined in the presence of search witness before he enters the house. The officer or person conducting the search should also be accompanied during the examination of the premises by one or two respectable witnesses. The practice too frequently adopted, by which the village officers and search witnesses remain outside, while a single individual enters and carries out the actual search, should never be resorted to. Village officers must carefully note in reporting searches the exact place in which stolen articles are found as also the existence of any window, skylight or other aperture by which the stolen articles might have been introduced from without. Search lists must be drawn up and signed without delay immediately after the search is over. Village officers should, on no account, allow the framing of this important record to be postponed.

3. The head of the village should be present at all searches made by the Police.

4. When cattle are stolen, the head of the village should not merely content himself, with sending a report to the Police and the magistrate but should, with his talaiyari, promptly follow up the track of the stolen cattle. If this duty is properly attended to, stolen cattle will nearly always be recovered.

5. The head of a village is forbidden to connive at any ill-treatment or torture which the Police may resort to for extorting a confession or information. When the Police have recourse to such objectionable practice it is the duty of the head of the village to report the matter to the nearest Sub-Magistrate.

6. The head of the village is absolutely prohibited from reducing to writng any confession or statement whatever made by an accused person after the Police investigation has begun.

5. REPORT OF SUDDEN AND UNNATURAL DEATHS.

1. It is the duty of every village headman, accountant and watchman to report to the nearest magistrate or to the officer in charge of the nearest police station, whichever is the nearer, any information obtained by him regarding the occurrence, within the limits of the village, of any sudden or unnatural death, or of any person having died under suspicious circumstances.

2. Under section 13 of Regulation XI of 1816 and sub-section (4) of section 174 of the Code of Criminal Procedure, Police Officers and in their absence heads of villages are required to make an investigation as to the apparent cause of death in cases where they receive information that a person

(*a*) has committed suicide, or

(*b*) has been killed by another, or by an animal or by machinery, or by an accident, or

(*c*) has died under circumstances raising a reasonable suspicion that some other person has committed an offence.

3. As soon as the head of a village receives intimation of a death by suicide or accident or a death caused by a person or animal or machinery or death under circumstances raising a reasonable suspicion that some other person has committed an offence he should

(*a*) immediately report to the nearest magistrate empowered to hold inquests and to officer in charge of the nearest police station the information which has been given to him, and

(*b*) proceed to inspect the body and there await the arrival of a Police Officer or a Magistrate.

If neither a Police Officer nor a Magistrate arrives on the scene within reasonable time after the discovery of the body, the head of the village should except when the body is unidentified send the body to the nearest hospital for post-mortem examination if there is any doubt regarding the cause of death or for any other reason he considers it expedient to do so.

With the body is to be sent a report for a post-mortem examination in the form prescribed in Appendix XX.*

As soon as this has been done, the head of the village should in the presence of the Karnam and two or more respectable inhabitants of the neighbourhood hold an investigation and draw up a report in the form prescribed in Appendix XXI.*

If the corpse is unidentified, the head of the village should, if neither a Police Officer nor a Magistrate arrives soon after the discovery of the body, proceed to hold an investigation and draw up the report already referred to before sending the body for a post-mortem examination.

4. When the investigation is conducted by the head of the village before the arrival of a Police Officer or a Magistrate he shall, if there is ground for suspecting any person or persons within his jurisdiction of having committed murder, immediately apprehend such person or persons and send him or them to the station-house officer or Magistrate.

5. It is the duty of the head of the village to provide the means of conveyance for the corpses sent to the hospital as laid down in paragraph 3 above. He should also arrange for the burial of unclaimed bodies not required to be so sent. Any expense incurred in these cases can be recovered by the submission of a bill to the Magistrate.

6. In the absence of a Magistrate or Police Officer, the head of the village should question any person who has received serious injuries, whether by violence or by accident, and who is likely to die, as to the cause of those injuries and should record the injured person's statement word for word, obtaining his or her signature if possible. Immediately after recording this statement the head of the village should send the injured person for treatment to the nearest hospital. Immediate attention to the injuries is the first essential in such cases and time should not be lost in obtaining treatment by sending the injured person to the police station.

5-A. AIRCRAFT ACCIDENTS.

On the occurrence of an aircarft accident, the village magistrate of the village in which the aircraft lands should at once report the matter to the nearest (i) magistrate and (ii) police station or outpost. If any person is injured as a result of the accident, the village magistrate should also at once report the matter to the nearest medical officer. The village magistrate should also take steps to ensure that— B P. Press No. 55, 23rd May 1940.

(*a*) the wreckage is guarded to prevent interference by unauthorized persons ;

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* Of the Village Officers' and Ryots' Manual.

(*b*) the wreckage is left in its original position, but

(i) if the aircraft is wrecked on water the aircraft or any parts of contents thereof may be removed to such extent as may be necessary for bringing it or them to place of safety;

(ii) the aircraft or any parts or contents thereof may be removed or interfered with as far as may be necessary for the purpose of extricating persons or animals, preventing the destruction of the aircraft or its contents by fire or other cause, or preventing any danger or obstruction to the public; and

(iii) goods, mails or passengers' baggage may be removed from the aircraft under the supervision of the pilot, a member of the crew, an official of the operating company, an officer of police, a magistrate or an officer of the Aviation Department and, in the absence of any such persons, mails may be removed under the supervision of an officer of the Posts and Telegraphs Department and passengers' baggage by the owner or owners thereof.

All valuables in the absence of a representative owner should be placed in safe custody. In the absence of the persons referred to above, mails also should be placed in safe custody.

(*c*) tracks and marks on the ground are preserved from obliteration by foot-prints; etc., and are not interfered with in any way;

(*d*) any pieces of the aircraft or relevant matter, picked up away from the wreckage are secured and a record is made of the position in which they were found and of the name and address of the persons finding them;

(*e*) all documents found in the wreckage are collected and retained for inspection by the representative of the Director of Civil Aviation in India; and

(*f*) all eye-witnesses are discovered and their names recorded,

2. An accident may be investigated by an Inspector appointed by the Director of Civil Aviation in India by a general or special order.

For the purpose of such investigation the Inspector has power—

(*a*) by summons under his hand to require the attendance of any person whom he thinks fit to call before him and examine for such purpose and to require answers or returns to any inquiries he thinks fit to make;

(*b*) to require any such person to make and sign a declaration for the truth of the statements made by him in his examination ;

(*c*) to require and enforce the production of all books, papers, documents and material objects which he considers important for such purposes ; and

(*d*) to have access to and examine any aircraft concerned in the accident, the place where the accident occurred, or any other place the entry upon and examination of which appears to the Inspector requisite for the purpose of the investigation.

3. The Central Government may, when it considers such a course expedient, by order, direct a formal investigation to be made by a court and may appoint one or more persons to act as assessors.

4. No person should obstruct or impede the Court or an Inspector of Accidents or an assessor from discharging any of their duties. A person should not without reasonable excuse (the burden of proving which shall lie on him) fail to comply with any summons or requisition of a Court or an Inspector of Accidents holding an investigation. Any person contravening these provisions is punishable with imprisonment for a term not excluding three months or a fine not exceeding Rs. 1,000 or both.

9. HABITUAL OFFENDERS.

In the rules framed under the Madras Restriction of Habitual Offenders Act, 1943, the Government have laid down the following duties on the headmen of villages.

11. (1) * * *

(2) Each village headman shall maintain a list of notified offenders residing within his limits. The list shall be open to inspection, check and correction by a police officer not below the rank of Sub-Inspector when he visits the village. It shall be the duty of the station-house officer to see that the list is maintained correctly and up to date. G.O. 2662, Home, 29th June 1940.

12. (1) Any notified offender who intends to leave, permanently or temporarily, the village in which he is residing shall, before his departure, intimate to the headman of such village—

(*a*) the date on which he intends to start ;

(*b*) the village and the house into which he is changing his residence or to which he is going ;

(*c*) the route by which he intends to proceed ;

(*d*) the time he will take in going to his destination ; and

(*e*) in case he is leaving temporarily the village in which he is residing, the probable period of his absence therefrom, and the route and the time he will take for the return journey ; and shall obtain from the headman a certificate in Form XIII.

(2) A notified offender who has obtained a certificate under sub-rule (1) shall not without good and sufficient cause—

(*a*) deviate from the route or exceed the time specified in such certificate, whether in going to his destination or in returning therefrom ; or

(*b*) be absent for a longer period than that specified in such certificate.

(3) In every village in which the notified offender spends, during the journey either in going to his destination or in returning therefrom, any night or part of a night, he shall report in person to the headman of such village his arrival at, and departure from the village and shall obtain the signature of the headman in the certificate in Form XIII.

(4) Immediately on arrival at the village of destination the notified offender shall report himself in person to the headman thereof and shall—

(*a*) in case he is to stay there temporarily, show the headman the certificate in Form XIII and obtain his signature thereon ; and

(*b*) in case he is to stay there permanently give up the certificate to the village headman.

In cases falling under clause (*a*) of this sub-rule, the notified offender, shall, before leaving the village where he is temporarily residing, inform the headman of the date on which he proposes to leave the village on his return journey.

(5) If the notified offender has temporarily left the village in which he is residing, he shall immediately on his return to such village after completing his journey, report himself in person to the village headman and give up to him the certificate in Form XIII.

12-A. Any notified offender who intends to leave the house in which he is residing during the night between 10 p.m. and 5 a.m. on any day to go to any other place within the same village, shall, before his departure, intimate to the headman of the village—

(*a*) the date and time at which he intends to leave the house and return thereto ; and

(*b*) the place or premises to which he is going.

14. If any notified offender required to give notice under rule 12 is prevented by illness or other sufficient cause from doing so in person, he shall inform the headman of the village in whose limits he happens to be, of the fact by a written or verbal message containing the particulars he is required by the rules to furnish.

15. A village headman or station-house officer shall grant a certificate in Form XIII to a notified offender who asks for it.

16. (1) When a village headman receives information that a notified offender intends to leave village temporarily or permanently, he shall forthwith give information of the fact in Form XIII to the officer in charge of the police station within the limits of which the village is situated giving the date on which the notified offender intends to depart.

(2) When a village headman receives information that a notified offender of another village has spent a night or part of a night in his village without a certificate in Form XIII, he shall promptly inform the station-house officer having jurisdiction over his village, setting out in brief the source and substance of such information.

20. Any police officer or village headman shall be competent to pay domiciliary visits within its jurisdiction to any notified offender with a view to verify the presence of such notified offender and it shall be the duty of such notified offender to appear before such officer.

31. (1) No notified offender shall absent himself from the settlement unless he has been granted a pass under this rule and he shall obey the conditions specified in the pass. Any pass granted under this rule may at any time be withdrawn by the authority granting it.

* * * *

(2) The route to be taken by the person granted leave on the journeys to and from his destination shall be specified in the pass and he shall travel by no other route.

In case he halts in a village overnight, he shall report himself at the police station if there is one, and if there is no police station, to the headman of the village ; and the police officer or headman, as the case may be, shall affix his signature on the reverse of the pass, noting therein the approximate hours of arrival and departure.

On arrival at this destination, he shall report himself at once to the village headman, who shall forthwith report the arrival to the officer in charge of the police station within the limits of which the village lies and he shall note this fact on the reverse of the pass.

On return to the settlement, the notified offender shall report himself immediately to the Settlement Manager and shall hand over the pass to him.

10. FESTIVALS.

The village headman should send a written report to the station-house officer whenever there is a proposal to celebrate in his village a festival in which a pandal within enclosures is likely to be erected. The report should give the date of the festival and should wherever possible, be sent at least fifteen days prior to the date of the festival.

Serious notice will be taken of any delay or failure on the part of the village headman in making the report.

563. *De et d.*

Reporting Village Officers for punishment.

569. Village officers and servants, who fail in their duties, should be reported for punishment to the Tahsildar or Revenue Divisional Officer according to the nature of their default.

Treatment of Village Officers.

570. It is enjoined upon Police Officers of all ranks that, they should treat village headmen and other village officers with special consideration, and do their utmost to maintain the dignity of the village officers' position.

Inspection of Village Headmen's Police registers.

G.O. No. 1591, Judicial, 12 October 1911.

*571. It is the duty of all Police Officers of and above the rank of station house officer to inspect the Police registers kept by village headmen and see that they are properly maintained but they have no concern with the magisterial diaries maintained by village headmen.

Unlicensed Arms—Duties and Responsibilities of Village Headmen.

G.O. No. 305, Public (Police), 27 June 1934.

572. Village headmen will be held responsible for reporting cases of unlicensed possession of arms within their jurisdiction.

PART V—PROCEDURE IN CASES AND IN POLICE STATIONS.

CHAPTER XXVIII.

FIRST INFORMATION TO THE POLICE.

Registry in First Information Report Book.

573. Information, coming under any of the following headings received at a Police Station, shall be registered in the First Information Report Book (Form No. 81) which is the book prescribed by Section 154, Criminal Procedure Code :—

(1) Cognizable cases, including those referred to the Police for inquiry by magistrates ;

(2) complaints falling under Regulation IV of 1821 ;

(3) all occurrences which need investigation, such as suicides and accidental deaths. Accidental fires, straying of cattle, etc., only where there is reason to suspect the commission of a cognizable offence ;

(4) non-cognizable cases endorsed to the Police for inquiry ;

(5) cases under sections 107 to 110 of the Criminal Procedure Code after it has been determined to put them before a magistrate ;

(6) offences to be reported to the Central Excise, Salt and Customs departments.

(7) reports made to magistrates with a view to action being taken under sections 144 and 145 of the Criminal Procedure Code.

NOTE.—(1) Complaints made by telegram or telephone should not be recorded in the First Information Report until the information has been verified and either a statement has been recorded from the sender in writing or a confirmatory written and signed complaint has been received from him.

(2) In cognizable cases, the Police will normally deal with the judicial magistrate. The First Information Report should be sent to him as also the list of properties seized or recovered if they be such. The final report whether it is a referred case or a charge-sheet will also be sent to him for orders or trial as the case may be.

First Information Report—To whom sent.

574. Ordinarily one copy of the First Information Report will be retained in the station, and another will be forwarded without delay in the usual course to the Magistrate

having jurisdiction, and a third with the station-house general diary to the Superintendent or Subdivisional Police Officer through the Circle Inspector. When the Magistrate having jurisdiction is not the local Sub-Magistrate a fourth copy will be sent to the latter also. The copies will be made by the carbon process.

Central Excise and Salt Act cases.

575. In cases under the Central Excises and Salt Act, 1944, and under the Central Excise Rules, 1944, a copy of the First Information Report with enclosures such as the Panchayatnama, list of contraband articles seized, etc., should be sent without delay to the Assistant Collector of Central Excise.

Under section 15 of the Central Excises and Salt Act, 1944, all officers of the Police are empowered and required to assist the Central Excise Officers in the execution of this Act.

To be written before proceeding to investigate.

* **576.** The First Information Report shall invariably be written before the investigating officer proceeds to make an investigation.

Express Reports.

577. (1) In all cases of (1) murder, (2) culpable homicide, (3) dacoity, (4) robbery, (5) house-breaking and theft above Rs. 1,000, (6) theft above Rs. 1,500, (7) serious disturbance and riot and (8) a specially grave nature, copy of the First Information Report shall be sent direct to the office of the Superintendent or Subdivisional Officer, to the Circle Inspector, to the local Sub-Magistrate and in respect of Sessions and First-Class Magistrates' cases included in the above list of crimes, to the Divisional Magistrate also. In cases coming within the above categories and reported in subdivisions, which are particularly serious or include specially important circumstances, but are not reported by telegram under Order No. 578 (2), a copy of the First Information Report shall also be sent to the Superintendent.

(2) In specially grave occurrences a copy of the First Information Report shall be sent to the District Magistrate. These reports are termed Express Reports and should be sent in the quickest way possible, either by post or hand.

Telegraphic Reports.

578. (1) Telegraphic reports, giving concise details, shall be sent to the Superintendent or Subdivisional Officer, as the case may be, and to the Circle Inspector on the receipt of information of (i) a murder, (ii) a dacoity, (iii) a highway robbery and (iv) any serious offence.

(2) Telegraphic information shall also be sent to the Superintendent in respect of cases of highway dacoity and highway robbery and any very serious offences reported in the subdivision.

NOTE.—All robberies of railway passengers should be regarded as 'highway robberies.'

(3) Telegraphic information of any important, or specially grave cases shall be sent to the District and Divisional Magistrates.

(4) Telegraphic reports or express reports when no telegraphic communication exists, shall invariably be sent by the local Police to the District Magistrate in respect of riots or disturbances which involve a serious breach of the public peace.

(5) In every case in which the Police use firearms in suppressing a riot or in self-defence, an express report or telegram—whichever is quicker—shall be sent to the Divisional Magistrate. In this report the number of persons killed or injured, if any, shall be stated. vide correction slip

(6) As regards reports of accidents in connexion with explosives or inflammable oils the procedure laid down in Order No. 336 should be followed. G.O.No.1178 Home, 19 March 1937.

Telegraphic reports to the Deputy Inspector-General and the Inspector-General.

579. (1) Gazetted Officers shall inform the Deputy Inspector General and the Inspector-General, direct by telegram, or radio of any specially grave *occurrence* such as a serious breach of the peace or *other grave offence.* Subsequently, the Superintendent of Police shall send as soon as possible a detailed report in quadruplicate direct to the Inspector-General (a copy being sent to the Deputy Inspector-General) when the full facts regarding the occurrence are known and will also thereafter keep the Deputy Inspector-General and the Inspector-General acquainted with the course of event by prompt and detailed reports.

(2) Any riot involving the use of fire arms, the death of any person or an attack on the Police and all cases of communal riot will be regarded as a serious breach of peace G.O. Ms. No. 2828, Home, 9 July 1949.

and the facts should be reported at once briefly by telegram or wireless and fully by letter, to the Inspector-General and the Deputy Inspector-General.

NOTE.—(1) Cases of the possession, or manufacture or use of bombs or explosives even though non-political are *prima facie* cases of a specially grave nature within the meaning of Orders Nos. 577 and 579.

(2) Robbery or attempted robbery by the administration of Datura or other drug or poison should be considered to be a specially grave offence coming within the purview of Order No. 579.

(3) Copies of reports sent to the Inspector-General of Police, relating to cases mentioned in notes (1) and (2) above will also be sent to the Deputy Inspector-General of Police, Railways and Criminal Investigation Department, Madras.

(4) In simple cases of assault on a Police Officer, where no grievous hurt is caused nor is there any unlawful assembly, no report need be sent to the Inspector-General of Police. Reports will be sent by post to the Deputy Inspector-General of Police and the result of the case also will be reported to him.

(5) Cases of kidnapping in women and children on a systematized manner should be considered to be cases of a specially grave nature, coming within the purview of Order No. 579.

G.O. Ms. No. 2027, Home, dated 8 July 1954.

580. (1) The Inspector-General of Police shall send reports to the Chief Secretary to the Government, Public Department, with a copy to Secretary to the Government, Home Department, on the following subjects as soon as the incidents occur:—

(1) Communal rioting;

(2) Disturbances involving the breach of the peace or death of any person;

(3) Disturbances involving the use of fire arms;

(4) Assault on Police in which death or serious injury to police is reported;

(5) Cases of possession or manufacture or use of bombs or explosives of specially grave nature or involving political motive;

(6) Serious fire accidents involving heavy loss of public life and property;

(7) Strikes of all kinds;

(8) Rioting and disturbances in which Police open fire;

(9) All cases of alleged torture by the Police or death or grievous injury caused while in Police custody; and

(10) All other important and grave occurrences [only such cases of grave nature not covered by items (1) to (9) which may be of interest to the Government].

(2). Copies of reports shall be sent to the Chief Minister, Madras and the Secretary to the Governor of Madras. Copies of reports on item (7) above will also be sent to the Minister for Labour and the Secretary to the Government in the Industries, Labour and Co-operation Department in the

case of labour strikes, and to the Minister for Education and the Secretary to the Government in the Health, Education and Local Administration Department in the case of strikes by students and teachers in educational institutions.

Registry of cases when station limits of occurrence are doubtful.

581. (1) When a crime has been committed close to a boundary between stations, and it is at first doubtful in which station limits it occurred, the Police to whom it is first reported shall register the case and take up the investigation, the station which should retain it being subsequently settled.

(2) When an offence committed within Railway Police jurisdiction is reported to a District Police station on the railway line, the latter shall forthwith inform the Railway Police station concerned by telegram; the telegram should be followed up by a First Information Report transferring the case. If the offence is reported to a District Police station on the railway line, the First Information Report transferring the case to the Railway Police station with jurisdiction shall be sent forthwith by express and through the Railway Police travelling staff.

Instruction regarding First Information Reports.

582. (1) Cases entered in the First Information Report Book will be given a consecutive number and this number will constitute the crime number for the purpose of the subsidiary records.

(2) The thumb-impression of the informant will usually be taken only in the case of illiterate persons.

Non-cognizable cases.

583. (1) Information received in a Police station of facts, which constitute a non-cognizable case, or any steps taken by the Police of their own motion in a non-cognizable case, will be entered in the station general diary.

(2) When a Police Officer finds it necessary to lay information before a Magistrate in a non-cognizable case, he may, under section 190 (1) (*b*) of the Criminal Procedure Code, make a report to the Magistrate, in writing, of the facts which constitute such offence.

CHAPTER XXIX.

INVESTIGATION.

Refusal of investigation.

G.Os. No. 832, Judicial, 20 February 1906 and No. 485, Judicial, 14 March 1911.

* **584.** (1) The following principles are laid down to guide the exercise of their discretion by Station-house officers in the matter of refusing investigation under section 157 (1) (*b*) of the Criminal Procedure Code.

Grounds for refusal.

(2) Investigation may be properly refused in the following cases :—

Triviality.

(*a*) Trivial offences, such as are contemplated in section 95 of the Indian Penal Code.

Civil nature.

(*b*) Cases clearly of a civil nature, or in which the complainant is obviously endeavouring to set the criminal law in motion to support a civil right.

Petty thefts.

(*c*) Cases of petty theft of property not exceeding one rupee in value cognizable by a village headman under Regulation IV of 1821, provided that the accused person is not an old offender, nor a professional criminal, and that the property does not consist of sheep or goats.

Injured person does not wish inquiry.

(*d*) Unimportant cases in which the person injured does not wish inquiry, unless (i) the crime is suspected to be the work of a professional or habitual offender or (ii) investigation appears desirable in the interests of the public.

Undetectable simple cases.

(*e*) Simple cases of house-breaking or house-trespass and petty thefts of unidentifiable property, in none of which cases is there any clue to work upon or any practical chance of detection, provided that there is nothing to indicate that the offence has been committed by a professional criminal.

Exaggerated assaults.

(*f*) Assault cases which have been obviously exaggerated by the addition of other charges such as theft.

Report to be used.

585. When investigation is refused at once, a First Information Report only need be submitted.

Refusal after local investigation.

586. Further investigation may be refused after a preliminary local inquiry, in which event a case diary shall be written and a final report sent. Paragraph 152 of the Police Commission Report, 1903.

Refusal of local investigation.

587. (1) The power to abstain from local investigation under section 157 (1) (*a*) of the Criminal Procedure Code is primarily intended to be exercised in cases which are complete on the information brought to the station and require no further inquiry. G.O.No. 332, Judicial, 20 February 1906.

(2) In rural tracts, police investigation should invariably be held on the spot.

(3) In towns, the examination of parties in the police station may frequently be conducted without objection.

Investigation to be impartial.

* **588.** Investigating officers are warned against prematurely committing themselves to any view of the facts for, or against a person. The aim of an investigating officer should be to find out the truth, and, to achieve this purpose, it is necessary to preserve an open mind throughout the inquiry. Paragraph 161 of the Police Commission Report.

Case Diary.

589. (1) The record of an investigation will be made in the case diary (Form No. 82) which is the diary prescribed in section 172 of the Criminal Procedure Code. It will bear the number of the First Information Report.

To be sent daily.

(2) An investigating officer absent from his station should send in his case diary daily. G.O. No. Home (Judicial), 25 March 1918.

Details to be furnished in the case diary.

Section 172 (1), Criminal Procedure Code

* **590.** (1) The record of investigation in a case diary should contain only daily details of the time at which the information reached the investigating officer, the time at which he began and closed his investigation, the place or places visited by him and a statement of the circumstances ascertained through his investigation.

G.O. No. 39, Judicial, 1 February 1927.

(2) An investigation should be recorded in the case diary when the investigating officer has that record with him; otherwise the case diary will be compiled from the note-book. The Police are under no obligation to record *verbatim* the statements of persons examined by them in the course of an investigation.

(3) When a Police Officer reduces to writing any statement made to him under section 161, Criminal Procedure Code, he should make a separate record of the statement of each of such persons, whose statements he records. Not recording the statements of each witness separately is a violation of the mandatory provisions of section 161 (3), Criminal Procedure Code.

G.O. No. 123 Public (Police), 21 February 1930.

(4) In investigations under section 174, Criminal Procedure Code, the statements of any relatives of the deceased person and of other persons who may speak to facts touching the cause of death, should be recorded in the case diary, briefly and not *verbatim.*

G.O. Ms. No. 2752, Home, 25 October 1943.

In cases of accidental deaths, case diaries shall not be written in addition to inquest reports; but a precis of the case in a few sentences shall be given at the end of the inquest report itself subject to the following exceptions :—

(i) A case diary should be written to embody the result of the post-mortem examination, if one is conducted.

(ii) Statements of important witnesses who are not examined at the inquest owing to their not being available should be recorded in a case diary.

G.O. No. 151, Public (Police), 23 March 1933.

(5) In order to show the progress of trials in courts, case diaries should also be written reporting all hearings and adjournments of cases.

Mahazars—Recovery of stolen property otherwise than on house search—Record of material facts.

G.O. No. 195, Public (Police), 5 April 1932.

***591.** (1) When any property is recovered by a Police Officer otherwise than on formal search of premises, a contemporaneous record of the facts relating to such recovery may be prepared by him in Form No. 95 prescribed by Order No. 704 and may be attested by witnesses present at the time of such recovery. The record so made is admissible in

evidence to corroborate the testimony of the Police Officer who prepared it or may be used to refresh his memory. The signatures of the attesting witnesses may be used in evidence only to corroborate the statement of the Police Officer that they were present at the time of the recovery of the property and attested the record prepared by him. Statements which read as statements of persons other than the Police Officer who prepares the record should not be entered therein. The record should reach the Magistrate with the least possible delay.

(2) When material facts which may be of value as evidence are observed by an investigating officer at the scene of the offence or at any other place, he shall draw up in the presence of witnesses (who, wherever possible, should be respectable inhabitants of the locality) present at the time when such facts are observed, a record of the facts, illustrated if necessary by a rough plan. The witnesses may sign the record after its contents have been read over and carefully explained to them. They may afterwards be cited in Court to prove the facts observed by them.

Forwarding case diaries and remarks upon them.

592. Case diaries will be duplicated by the carbon process, one copy being filed in the station and the other sent to the Circle Inspector, who will forward it to the Superintendent or Subdivisional Officer, after making any necessary remarks. The remarks made in the case diaries will be communicated to the Inspectors or the Station House Officers, as the case may be, by Crime memoranda instead of returning the remarked case diaries in original.

Further uses of the case diary.

593. (1) Remands should be applied for on case diary forms. Section 167 (1) of the Criminal Procedure Code requires a copy of the case diary to be sent when remand is sought. The investigating officer should, therefore, prepare an additional carbon copy of the case diary when he is aware that he will have to send a prisoner for remand.

(2) Case diary forms should be used for applying to magistrates for warrants of arrest or search, proclamations and other orders concerned with investigation and for forwarding search lists, provided that these communications refer to registered cases. Otherwise the memorandum form (Form No. 68) will be used.

Case Diaries—English translation to be sent to Government as soon as a sentence of death is passed or confirmed by the High Court.

G.O. Ms. No. 4290, Home, 8 November 1951.

594. The Government of India, Ministry of Home Affairs, have directed, that when a petition for mercy from a convict under sentence of death is forwarded to them, it should invariably be accompanied by an English translation of the Police Diary along with other records of the case.

Superintendents shall, therefore, send direct to the Government in the Home Department two certified copies of the English translation of the Police Diary in all cases in which the accused are sentenced to death. The record should be sent to Government with the least possible delay as soon as a sentence of death is confirmed by the High Court or is inflicted by that Court in enhancement of the sentence passed by the Sessions Court.

Charge sheet to be accompanied by memorandum giving names and addresses of witnesses.

G.Os. No. 3487, Law (General), 16 October, 1928 and 1488, Law (General), 29 April 1933.

*595. (1) When a charge sheet in Form No. 87 is sent to Court, a separate memorandum giving the names and addresses of the witnesses cited and specifying clearly the points each witness is called upon to prove should be sent to the Magistrate.

(2) This Memorandum of information is intended only for the use of the Court and copies thereof shall not be furnished to the accused or any other person.

596. When a juvenile accused is arrested or prosecuted, information about the age of such person should invariably be furnished to the court by the police officer taking action in the case, to enable the court to determine the age of the accused with reference to section 37 of the Madras Children Act, 1920.

Reference under section 202, Criminal Procedure Code.

597. A Police Officer, to whom a case is referred for investigation under Section 202 of the Criminal Procedure Code, is bound to investigate it himself.

Report to Inspector-General in cases of suicide in Police custody.

* 598. In all cases of suicide in police custody, including subsidiary jails guarded by the Police, the Superintendent shall submit, without delay a full report to the Inspector-General.

AMENDMENTS.

Police Standing Orders, Volume I—Order No. 600.

Substitute the following for the existing order.

Forged Currency Notes—

(1) Under the currency Department Code, Forged Currency notes received into treasuries and banks are sent to the Police Station in the jurisdiction of which the treasury or bank is situated, for enquiry. On receipt of the report from the Treasury or Bank, the Station-house Officer, will straightaway proceed to register a case in the first instance irrespective of its denomination and investigate.

(2) It is not desirable to waste time over investigation which are not likely to produce results and it is better to concentrate upon cases which give hopes of success. If an investigation does not offer any prospect of any clue, it may be closed in the first week or two instead of being continued indefinitely.

(3) The same principle should be followed in cases in which the appearance of forged notes is reported direct to the Police Station by a member of the public.

(4) In every instance, Superintendents of Police, Superintendent, Railway Police and the Commissioner of Police, Madras City should in addition to sending a special report to the Criminal Investigation Department as required in Order No. 508, send report direct to the Currency Officer, Reserve Bank of India, Madras immediately on the appearance of the forged note whether the forgery be new or old in the form now sent to the criminal investigation Department. The report should contain full particulars regarding the series and general number, denomination of the notes, date of appearance, place of detection with the police Station and district. Particulars of tender, Crime number and whether the note has been forwarded to the Master, India Security Press, Nasik, for opinion and remarks, if any. The note seized should be sent to the Currency Officer, Reserve Bank of India, Madras along with a report except when the note is required for investigation in which case the note should be forwarded to the Currency Officer, after the investigation is over, quoting the number and date of the original report sent to him. Great care must be paid to the preservation of the forged note and if any loss is reported the face value of the forged note will be recovered from the concerned by the Reserve Bank of India.

(5) Gazetted Officers must exercise a close supervision over the investigation of these cases.

(6) With regard to the investigation of cases of forged hundred-rupee notes reported, the following instructions should be followed :—

I. Whenever a forged hundred-rupee note is received at any office of the Reserve Bank or at an office or branch of the State

Bank of India or any of its subsidiary banks conducting Government business or at any treasury or sub-treasury, it shall immediately be forwarded to the nearest Police Station having jurisdication for investigation along with the report detailing the circumstances under which the note was received. A copy of the report shall be endorsed to the Intelligence Bureau, and if the note was received at any office or branch of the State Bank of India or its subsidiaries or at a treasury or sub-treatuary, also to the Circle Currency Officer concerned.

II. The Police shall, on receipt of a forged hundred rupee note forwarded to them by the bank or any other agency, or recovered direct by them, register a case under the appropriate section of law. One or more notes recovered in one and the same transaction should ordinarily mean one case.

III. The seized note or notes shall as early as possible be referred for examination to the Master, India Security Press, Nasik Road, as a part of the investigation of the case.

The Master, India Security Press, would have the front and the back of the suspected forged note carefully examined so as to ascertain besides the usual broad features of forgery, the characteristic minute defects in the printing of the forged note, which shall be incorporated on a separate confidential report, a copy of which shall be forwarded to the Intelligenee Bureau. He will also send a copy of his usual report to the Police, the Currency Officer of the Reserve Bank of India concerned and the Intelligence Bereau. He will elucidate if any notes referred to him earlier and the same characteristics of forgery as the note or notes under examination.

The Master will return the note to the Police Officer from whom it was received unless instructions have in the mean time been sent to the Press, suggesting that it should be sent to some other officer in which case it may be sent to that officer.

IV. As required under the relevant Police Regulations the Superintendent of Police shall, as soon as possible after he receives information of the appearance of the forged hundred-rupee note, submit special reports in prescribed form to :—

(i) The Collector of the District, as the case may be.

(ii) The Deputy Inspector-General of the range.

(iii) The Deputy Inspector-General, C.I.D.

(iv) Any neighbouring Superintendent of Police, who he considers should be informed.

(v) The currency officer concerned ; and

(vi) The Intelligence Bureau, New Delhi.

Such reports should give the denomination of the forged note, the circle, the date, the serial letters, the consecutive number and any characteristic features of its continuation reports shall be submitted to the C.I.D. giving particulars of the notes concerned and the *modus operandi* of the forgers or utterers, final reports containing the result of investigation shall be submitted to all the officers enumerated earlier in this note.

Note.—For Madras City, reports at (i) and (ii) will not arise.

V. The following are some of the points that would be kept in view during the invertigation of such cases:—

(*a*) All fresh notes should be examined to see if similar notes have come to notice before.

(*b*) Very careful enquiries should be made to trace the origin of such counterfeit notes. All suspects connected with the circulation of notes should be put through subtained interrogation as a part of more determined effort to get to the bottom of the racket.

(*c*) As the type of crime is such that it is necessary to arrange inter-district co-ordination of enquiries, the investigation of all such cases shall be done by the C.I.D.

(*d*) In order to keep the Intelligence Bureau in touch with the up-to-date position regarding the circulation of forged notes on All-India basis, the C.I.D., shall report to the Intelligence Bureau very case of detection of forged notes in their States as and when they are reported to them with the following particulars :—

1. Serial and general number of the note.
2. Date of appearance.
3. Place of detection with Police Station.
4. Particulars of the tenderer.
5. Police Station Crime Number.
6. Letter number and date with which the forged not was forwarded to the Security Press for examination by the Police.
7. Remarks, if any.

Full particulars of important cases which are likely to be helpful in tracing the source of the note will also be mentioned.

VI. On completion of the investigation or the trail, as the case may be, the forged note explaining the facts of the case shall be sent to the Circle Currency Officer for eventual destruction of the note under the rules of the Reserve Bank. A report explaining the facts should also be sent to the Master, India Security Press, Nasik Road, through the C.I.D.

(G.O. Ms. No. 3908, Home, dated 16th December 1963.)
[F. Dis. No. 20150-C1/63.]

(P.G. Part I, dated 1st February 1964.)
[VIII list, dated 30th November 1964.]

Investigation into gang and conspiracy cases.

***599.** (1) Direct superintendence of the investigation into gang and conspiracy cases should invariably be by an officer not below the rank of a Superintendent, and the principal investigating officer should be put into the witness box at an early stage of the case to describe how the evidence has been got together and sifted. G.O. No. 917, Judicial, 7 June 1912.

(2) All gang cases and all important conspiracy cases whose ramifications extend to several districts should be investigated by the Criminal Investigation Department. Whenever the Police propose to institute any charge of abetment by conspiracy, they should obtain the prior sanction of the Collector who will decide whether it is of sufficient importance to demand investigation by the Criminal Investigation Department.

Forged currency notes.

600. (1) Under the Currency Department Code, forged currency notes received into treasuries and banks are sent to the police station in the jurisdiction of which the treasury or bank is situated, for enquiry. In a large number of these cases the appearance of the forged note provides no basis for an investigation of an offence under the Indian Penal Code.

(2) The principle upon which each case should be dealt with is whether any useful result is likely to be obtained by an investigation or not.

(3) The Station-house officer must be guided by this principle as to whether he should register a case under the Indian Penal Code and investigate it or not.

(4) It is undesirable to waste time over investigations which are not likely to produce results and it is better to concentrate upon cases which give hopes of success.

(5) The same principle applies and should be followed in cases in which the appearance of forged notes is reported direct to the police station by a member of the public.

(6) In every instance, Superintendents of the local and Railway Police of this State and the Commissioner of Police, Madras City, should, in addition to sending a special report to the Criminal Investigation Department as required in Order No. 508 send a report direct to the Currency Officer, Madras, immediately on the appearance of a forged note whether the forgery be new or old in the form now sent to the Criminal Investigation Department. The report should contain full particulars regarding the series, general number, circle, date and denomination of the note and also date and place of its

Vide corr. slip

appearance. The note seized should be sent to the Currency Officer along with the report, except when the note is required for investigation in which case the note should be forwarded to the Currency Officer after the investigation is over, quoting the number and date of the original report sent to him.

(7) Gazetted Officers must exercise a close supervision over the proceedings of their Station-house officers with respect to deciding which cases shall be investigated, and over the investigation of any important cases which are taken up.

Investigation into cases concerning other departments.

601. The result of police investigation into cases connected with other Government departments should be communicated at once by the investigating officer to the local head of the department.

Cases under the Indian Cinematograph Act and the Indian Electricity Act.

G.Os. No. 4154, Law (General), 12 November 1931 and No. 2742, Law (General), 22 July 1932.

602. (1) In the case of offences under the Indian Cinematograph Act arising out of non-compliance with the orders of the Electrical Inspector to Government, the Electrical Inspector will first report such cases to the licensing authority under the Act (the Commissioner of Police in the City of Madras and the District Collector in the mufassal) and obtain his sanction for the prosecution of the person concerned. When such sanction is received, the Electrical Inspector may lodge a complaint with the Magistrate having jurisdiction. On such a complaint, the Magistrate may issue an order for investigation by the Police under section 155 (2), Criminal Procedure Code.

G.O. Ms. No. 349, Home, 13 February 1943.

(2) (*a*) In the case of non-cognizable offences under the Indian Electricity Act in Madras City requiring investigation by the Police, the Electrical Inspector or any person aggrieved may apply to the Commissioner of Police, Madras, for orders for investigation by the Police.

(*b*) In the case of non-cognizable offences under the Indian Electricity Act in the mufassal, the Electrical Inspector or any person aggrieved may make a complaint to the Magistrate having jurisdiction. On receipt of such a complaint the Magistrate may issue an order for an investigation by the Police under section 155 (2), Criminal Procedure Code.

(3) In the case of cognizable offences under the Indian Electricity Act, whether in Madras City or in the mufassal, the Electrical Inspector or any person aggrieved may make a report to the police station with jurisdiction for investigation,

(4) All cases whether under the Indian Cinematograph Act or the Indian Electricity Act should be conducted in Madras City and in the mufassal by the prosecuting staff.

(5) In all cases of prosecutions for tampering with electric meters whether in Madras City or in the mufassal the ordinary rule should be for the police to offer the evidence of the licensees, engineers, the services of the Electrical Inspector to Government being called in only in important cases or cases of difficulty or doubt. In the latter case, the Police Department should, in the event of a conviction, draw the attention of the Magistrate to the need for passing an order under section 545 (1) (*a*) of the Code of Criminal Procedure, 1898, directing payment out of the fine where possible of the whole or part of the fees ordinarily leviable for the Electrical Inspector's services. G.O. No. 2687 W., 7 Dec. 1933.

Aircraft accidents—Procedure in.

603. The following instructions have been issued by the Government regarding the discharge by local authorities of their responsibility in the matter of dealing with aircraft accidents :— G.O. No. 146, Pub. (Genl)., 25 Jan. 1932.

(1) On the occurrence of an aircraft accident the village headman of the village in which the aircraft lands should at once report the matter to the nearest (i) Executive Magistrate and (ii) Police station or outpost. If any person is injured as a result of the accident, the village headman should also at once report the matter to the nearest medical officer. The village headman will also take steps to guard the wreckage and the surrounding ground, etc., as detailed in section 2 of the "Notes * for the guidance of local authorities in the investigation of accidents to aircraft." (Vide Volume II.)

(2) On receipt of the village headman's report prescribed in paragraph (1) or on hearing of the accident otherwise, the Magistrate and the Sub-Inspector of the police station or in his absence the senior head constable should at once proceed to the scene of accident. If the owner, pilot or person in charge of the aircraft is not incapacitated, the onus of reporting the accident to the Director of Civil Aviation is on such person. The Magistrate and Police officer will give him such assistance as he may require and will also see that the measures taken by the village headman to guard the wreckage, etc., are suitable and adequate. If the persons connected with the aircraft have been killed or injured and are incapable of sending a report themselves, the Magistrate or the Police Officer whoever arrives first, should at once send a telegraphic report

to the Director of Civil Aviation in India (the telegraphic address is Air Civil Simla, Delhi) repeating the telegram to the District Collector.

(3) The medical officer will of course on arrival attend to the injured persons. As regards any persons who have been killed as a result of the accident, the Magistrate or Police Officer will proceed as in the case of other accidental deaths.

(4) As regards the further action by local authorities described in section (3) of the "Notes* for the guidance of local authorities in the investigation of accidents to aircraft," this will be conducted by such person and in such manner as the District Collector may direct.

* NOTE.—"Notes for the guidance of local authorities in the investigation of accidents to aircraft" issued with G.O. No. 1424 W., dated 25th September 1931, have been printed in the appendix."

Road accidents causing death or bodily injury.

Police Gaz. 17 Sep. 1949.

604. (1) Whenever a road accident causing death or bodily injury occurs, or a road accident involving damage (excluding trivialities) is either reported or otherwise brought to the notice of the Police, the Station-house Officer concerned shall after prompt enquiry, prepare a report in Form No. 75 in respect of accidents in which motor vehicle is involved and in Form No. 78 in respect of accidents in which non-motor vehicles are involved, in duplicate and forward the original without delay to the Superintendent through the usual channel, the duplicate being retained in the station.

(2) As soon as reports in Form No. 75 and Form No. 78 are received in the District Police Office the details will be recorded in two separate ledgers in Form O.M. No. 50-A.

(3) From these ledgers quarterly returns shall be prepared by each Superintendent in Form No. 76 inrespect of motor vehicle accidents and in Form No. 79 in respect of non-motor vehicle accidents and sent to the Collector a copy being sent to the Inspector-General, through the Deputy Inspector-General concerned. The Commissioner of Police, and all District Collectors should send quarterly returns to the Central Road Traffic Board in the revised Form A-2 so as to reach the Board not later than 15th of April, 15th of July, 15th of October and 15th of January in respect of the four quarters each year, in accordance with G.O. Ms. No. 204, Home, dated 17th January 1948. The Commissioner of Police, Madras, and each Superintendent should include in his Administration Report analysis of the causes of road accidents in his jurisdiction in the year.

(4) Consolidated annual return of accidents regarding non-motor vehicles should be prepared in Form No. 7, appended to G.O. Ms. No. 4134, Home, dated 21st September 1954, and submitted by all Collectors and the Commissioner of Police to the Secretary, Central Road Traffic Board, Madras, before the 1st February of every year. The Central Road Traffic Board should consolidate the returns and send a report to Government with a copy to the Inspector-General of Police.

(5) The following instructions should be carefully observed when filling up the forms :—

Each accident causing death or personal injury is counted as one accident only, irrespective of the number of persons killed or injured thereby. An accident in which more than one vehicle is involved is also counted as one accident only. Cases in which only the driver or the rider is killed or injured are excluded.

Accidents which occurred during the quarter and terminated fatally after the end of the quarter are included amongst the figures of fatal accidents and persons killed, if reported as fatal before the presentation of the return. The "vehicle to which the accident was attributed" means—

(i) where only one vehicle was concerned, that vehicle and

(ii) where more than one vehicle was concerned, vehicle to which the accident appeared to be primarily attributable.

Unnatural and sudden deaths.

605. (1) (*a*) Under Section 174 of the Code of Criminal Procedure officers in charge of Police stations or any other Police Officer specially empowered by the State Government in that behalf and in their absence, village headmen are required to make an investigation as to the apparent cause of death in cases where they receive information that a person— G.O. No. 176, Judl. 13, May 1927.

(i) has committed suicide, or

(ii) has been killed by another, or by an animal or machinery or by an accident, or

(iii) has died under circumstances raising a reasonable suspicion that some other person has committed an offence.

These officers are not required to hold an inquest as this can be done by the Magistrate specified in section 174 (5) of the Code of Criminal Procedure.

(*b*) As soon as an intimation of a death under suspicious circumstances is received in a police station, the police officer empowered to make an investigation should proceed to inspect the body and must first note such wounds, fractures, bruises and other marks of injury as may be found on the body, as also the manner in which or the weapon or instrument (if any) with which such marks appear to have been inflicted.

(*c*) (i) If there is any doubt regarding the cause of death, or if for any other reason the Police Officer making the investigation considers it expedient so to do, he should send the body *immediately* for *post-mortem* examination to the nearest civil surgeon or other qualified man appointed by the State Government in this behalf, unless it is necessary that the body should be kept for identification, in which case it should be kept only as long as is necessary for that purpose. Bodies sent for *post-mortem* examination should be accompanied with a memorandum in Form No. 89.

(ii) It is specially important that no time should be lost in the despatch of the dead body to the medical officer as every hour's delay means further decomposition and therefore additional difficulty in detecting the cause of death.

(iii) The investigation which a Police Offier is required to make under Section 174 (1) of the Code of Criminal Procedure and the framing of a report in Form No. 88 may be done after the completion of the preliminary investigation as to the apparent cause of death and after it has been decided whether a *post-mortem* examination should be held or not.

(iv) After the inquest is over and the dead-body is disposed of, the Officer, who held the inquest, shall, within 12 hours after the disposal of the body, intimate to the executive authority of the Municipality or Panchayat Board within the jurisdiction of the Police Station, the particulars of the deceased, the cause and nature of death, etc., in Form No. 88 as per Rlue 6 of the Registration of Births and Deaths framed under section 286 of the Madras District Municipalities Act, 1920, in the case of districts and under sections 327 and 347 (1) of the Madras City Municipal Act, 1919, in the case of Madras City.

(*d*) A report of the preliminary investigation thus made by the Police should be sent without delay to the nearest Magistrate authorized to hold inquests and the Circle Inspector who will forward it to the Superintendent of Police or Subdivisional Officer, after making any necessary remarks. After the investigation is over, whether held by the village headman under section 174 (4) of the Code of Criminal Procedure or by the Police, the Police should make enquiries at once, if there is reason to think that a cognizable crime

has been committed and should proceed to investigate the matter further as in other cases, but the completion of the preliminary investigation under section 174 of the Code of Criminal Procedure as to the apparent cause of death should not be delayed on this account.

(e) A Police officer holding investigation under section 174, Criminal Procedure Code, should record in the case diary the evidence of any relatives of the deceased person and of other persons who may give evidence touching the cause of death, briefly and not in the form of *verbatim* statements. G.Os. No. 644, Pub. (Police), 16 Dec. 1929 and No. 123, Pub.(Police). 21 Feb. 1930

Death in jails.

(2) On the occurrence of a sudden or violent death, or whenever there is any doubt or complaint or question concerning the cause of death of any prisoner in a jail, the inquest which the Magistrate has to hold under rule 567 of the Jail Manual should be preceded by an investigation by the Police under section 174 of the Code of Criminal Procedure in the manner indicated in paragraph (1) above. No jail official or servant should be chosen a member of the panchayat. The presence of the village headman should, if possible, be secured. G O. No. 1073, Judl., 17 Aug. 1909.

(3) In cases of trial for culpable homicide, the report of preliminary investigation under section 174, Criminal Procedure Code, shall invariably be exhibited by the prosecution in the trial. If thre are any discrepancies or apparent discrepancies between the facts noted in the inquest report and the evidence elicited in the course of the trial, such discrepancies should be brought prominently to the notice of the Court and if they are susceptible of explanation they should be explained to the Court. G.O. No. 566, Pub. (Police), 17 Oct. 1932.

606. (1) The Commissioner of Police in the Madras City and the Superintendents of Police in the mufassal May issue copies of post-mortem certificate to Insurance Companies subject to the condition that they satisfy themselves about the bona fides of the applicants. G.O Ms. No. 1059, Hom, 11 Mar. 1950.

A fee of Rs. 10 should be levied for each copy issued and the amounts realized should be credited to "XXIII. Police—e. Fees, fines aud forfeitures".

(2) In case of motor vehicle accidents resulting in death or injury to persons in respect of which prosecutions are launched, an intimation or notice that a prosecution has been launched may be sent to the insurance companies concerned by the Police. No details of the case need be given. G.O. Ms. No. 2446, Home, 26 May 1950.

(3) A report on the result of the prosecution may be sent by the Police to the insurance company on requisition. A fee of Rs. 10 shall be levied in respect of each such report and shall be paid in advance along with the requisition.

G.O. Ms. No. 1779, Home, 24 June 1955. (4) Copies of inquest reports and Post-mortem certificates, required by the Departments of the State and Central Governments for assessing the amount of compensation payable to the families of the deceased persons may be issued free of cost.

(6)

Investigation by out-post head constables.

G.O. No. 997 Jdl., 21 June 1912. * 607. Head Constables in charges of out-posts have been empowered to hold investigations under section 174 (1), Criminal Procedure Code. It is not, however, the intention of this order to absolve the Station-house officer from any responsibility. On the other hand the duty of holding such an invetigation primarily rests with him and he should whenever possible, hold the investigation himself, but the reduction of police stations has made it difficult for him to attend to every case. It is, therefore, necessary that when the Sub-Inspector cannot arrive in time, the investigation should be conducted by the village headman who will, however, whenever possible, await the arrival of a subordinate Police Officer before commencing it. When in exceptional case, it is impossible to secure the attendance of the village headman, the investigations may be conducted by the head constable in charge of the out-post and in such cases the investigations will be checked by the Sub-Inspectors, wherever practicable.

Points for inquiry in death cases.

608. The following rules should be observed by Police Officers inquiring into cases of unnatural or sudden death—

(1) *In cases of suspected poisoning—*

(*a*) Bring away under seal any food (especially ata or sweetmeat, drink, tobacco, or drugs) which may be in the house or near the body.

(*b*) If vomiting has occurred, swab up with a clean rag any vomited matter which may be on the person or bed and seal up the rag in a packet.

(*c*) Bring away under seal any clothing, wood or mud flooring into which the vomited matter has soaked.

(*d*) Carefully bottle and seal the contents of any vessels containing vomited matter.

(*e*) Ascertain the exact time between the receipt of food, drink or medicine, the appearance of symptoms and occurrence of death.

(2) *In cases of hanging or strangulation—*

(*a*) Note, if possible, before cutting down the body or removing the strangulating medium, any lividity of face, especially of lips and eye-lids, any projection of the eyes, the state of the tongue, whether enlarged and protruded or compressed between the lips, the escape of any fluid from mouth and nostrils, and direction of its flow.

(*b*) On cutting down the body or removing the strangulating medium, note particularly the state of the neck, whether bruised along the line of strangulation.

(*c*) Note the direction of the mark, whether circular or oblique.

(*d*) Note the state of the thumbs, whether crossed over the palms.

(*e*) If possible, bring away the materials by which hanging or strangulation has been effected.

(3) *On finding a body in a tank or well—*

(*a*) Note any marks of blood around the mouth or on the sides of the well or tank.

(*b*) On removing the body, carefully examine for and note any external marks of injury especially about the head and neck.

(*c*) Note the state of the skin, whether smooth or rough.

(*d*) Examine the hands and carefully remove anything they may hold.

(4) *In the case of a body found murdered in an open road—*

(*a*) Note the number, character and appearance of any injuries.

(*b*) Should a weapon be found, cover with paper and seal any marks of blood and especially note and preserve any adherent hair.

(*c*) In the case of an exposed infant, note the state of the cord, especially, if tied, and any marks of violence.

(5) *In case of a presumed murder and burial of the remains—*

(*a*) Examine for and note any marks of violence, about the skull especially.

(*b*) Note carefully any indications of sex; especially bring away a jaw and the bone of the pelvis.

(*c*) If any suspicion of poisoning, bring away sealed, the earth from where the stomach would have been.

(*d*) If a body presumed to have been murdered has been burnt, collect and bring any fragments of bones which may be found among the ashes.

(6) When reporting accidental deaths by drowning in wells, the Police should always mention the state of the parapet walls, steps, etc.

Post-mortem examination and wound certificates.

G.O. 54, Pub., 2 Feb. 1926.

609. (1) Medical practitioners appointed by local boards and municipalities to hold charge of local fund and municipal medical institutions are authorized to conduct *post-mortem* examinations and to grant wound certificates. Their services may be requisitioned when occasion arises. Under the rules in the Civil Medical Code such medical practitioners can claim a fee of Rs. 4 for each case.

Medical officers lent by Government to local bodies and private medical practitioners employed in the medical institutions maintained by local bodies which receive contribution from Government will be required to perform these examinations as a part of their regular duties without further remuneration.

G.O. 3108, Home, 9 Nov. 1936.

(2) The Government have delegated to Superintendents of Police the power to sanction the payment of fees for wound and post-mortem certificates issued by Honorary Medical Officers appointed to hospitals and medical practitioners appointed by local boards and municipalities to hold charge of local fund and municipal medical institutions, subject to the maximum of Rs. 4 (rupees four) for each certificate. If it is proposed to reduce considerably the fee in respect of any certificate which a court or the police find fault with on account of the obscure use of medical terms or other suspected defects in the certificates, as to which only a medical authority can give authoritative judgment, the Superintendent of Police concerned should refer the matter to the Inspector-General of Police who will issue orders in consultation with the Director of Medical Services.

G.O. 6167, Home, 19 Dec. 1941.

Police officers should as far as possible refrain from sending any requisitions to rural medical practitioners for medico-legal work. When once a requisition is sent and the rural medical practitioner grants a certificate, he should be paid a standard fee of Rs. 4 (rupees four) for each wound certificate. The standard fee referred to should not be subject to any conditions, but if in any case a rural medical practitioner is adversely criticised by a magistrate, suitable action should be taken against that practitioner.

G.Os. 2130, P.H., 2 Sep. 1930 and 3294, Law (Genl.), 9 Oct. 1933.

(3) Honorary medical officers appointed to hospitals in which there is only one Government medical officer are authorized to conduct post-mortem and other medico-legal work during the unavoidable absence of Government medical officers

but not in other circumstances. Honorary medical officers appointed to local fund and municipal medical institutions with the approval of the Director of Medical Services, are also authorized to conduct post-mortem and other medico-legal work during the temporary unavoidable absence of the medical officer-in-charge of the institution whether such officer is a Government medical officer or not.

(4) Government have permitted the subsidized rural medical practitioners who are registered under the Madras Medical Registration Act, 1914, and practitioners in Indian Medicine who are in charge of subsidized rural dispensaries and who are registered in Class A (viz., practitioners whose qualifications denote at least a minimum standard of professional training for undertaking medical, surgical (including obstetrical) and medico-legal work), to render 'First-aid', grant wound certificates when asked for by patients and give evidence if they are summoned by courts. G.Os. 1211 P.H., 4 May 1934 and 1874, Home 7 Apr. 1938.

(5) Government have directed that wound certificates given by Ayurvedic Licentiates in Indian Medicine should not be accepted as valid. Their services should not, therefore, be requisitioned. G.O. 2730, P.H., 21 Oct. 1935.

(6) The services of practitioners in the homeopathic system of medicine should uot be requisitioned for medico-legal work or for the grant of wound or drunkenness certificates.

Instructions in death cases—Preservation of corpses.

610. In order that body may be kept in as good a state of preservation as possible, it should be placed upon a layer of powdered charcoal from which it is separated by a cloth. It should then be covered by a cloth upon which another layer of charcoal is laid, the whole being covered by another cloth and a mat. The magistrate will pay for the articles used. G.O. 319 Judl., 19 Feb. 1904.

Police officers accompanying a corpse.

611. The Police officer-in-charge of a corpse sent for post-mortem examination should be able to testify that the body examined by the medical officer was the one escorted by him. The Police shall arrange for the disposal of a body taken for post-mortem, handing it over to friends or relations of the deceased, if desired. G.O. 1657, Judl., 20 Jan. 1885.

Medical certificates.

612. Medical cerificates will invariably be granted when required by the Police. G.O. 755, Pub., 12 Sep. 1908.

Post-mortem certificate.

G.O. 2870, Law (Genl.), 25 Aug. 1928.

613. The original post-mortem certificate has to be sent by the medical officer direct to the Magistrate concerned in a sealed cover, the Police being given a copy of it immediately the examination is over. In order to facilitate this procedure, the Police should specify in their requisition for post-mortem examination the Magistrate to whom the post-mortem certificate should be sent.

G.O. 204, Pub., 28 Mar. 1892.

Wound certificates.

614. Wound certificates will be delivered to the Police.

Medical Officers to give verbal information.

G.O. 204, Pub., 28 Mar. 1892.

615. (1) Medical officers, who are public servants, have been directed by Government to give Police verbally any information required. They have to supply a copy of the post-mortem notes on application from an officer not below the rank of Station-house officer.

Circular P. No. 45-E-1/44, dated 6 Mar. 1944, of the Surgeon-Genl. with the Government of Madras (P.G., Part I, dated 15th Apr. 1944).

(2) In addition to granting post-mortem and wound certificates medical officers should furnish the Police with all possible information calculated to assist the elucidation of the case either orally or in writing.

(3) Further written opinion contemplated in the preceding clause should be given by medical officers if an application therefor is made by the Police in writing setting forth the circumstances of the case with reference to which the opinion is required. In furnishing the written opinion the medical officers should invariably state in their communication to the Police that the opinion is based on the facts and circumstances of the case already available and/or presented to the medical officers by the Police officers in their requisition for the grant of written opinion.

(4) Answers to requisition so made should be answers to specific questions made by the Police.

(5) Each question should be on a particular point and not involved.

Chemico-legal examinations.

Para 591 of the Civil Medical Code.

616. Instructions for sending articles for chemical examination are given below.

TRANSMISSION OF SUSPECTED SUBSTANCES TO THE CHEMICAL EXAMINER.

591. Objects in sending suspected matter for analysis—In the transmission of suspected matters to the Chemical Examiner for analysis, three objects are to be mainly kept in view, viz., the proof of identity, the impossibillty of any interference during transit and preservation of the articles from decomposition. Accordingly, the following rules have been laid down by Government and strict attention to them is required. The Chemical Examiner will bring to the notice of Government every case in which these rules are neglected.

RULES FOR THE TRANSMISSION OF ARTICLES TO THE CHEMICAL EXAMINER FOR ANALYSIS.

Chemico-legal Examination.

All officers forwarding articles for analysis to the Chemical Examiner are responsible for seeing that the undermentioned information is sent with the letter advising the despatch of the articles :— G.O. 738, P.H., 28 June 1931.

(a) full detalls of the purpose for which the analysis is required.

(b) full particulars of the case, whatever its nature may be.

The following instructions are divided into two parts, viz :—

Part I—Containing rules for the guidance of magisterial and Police officers, and

Part II—Containing rules for the guidance of medical officers.

NOTE.—Neither section is complete by itself, the two sections being complementary to one another. The term ' medical officer ' for the purpose of these rules includes ' Veterinary officer ' when the post-mortem or other examination is conducted by such an officer.

PART I.

Instructions for the guidance of Magisterial and Police Officers.

The following instructions are issued for the guidance of Magistrates, Superintendents, Assistant Superintendents and Deputy Superintendents of Police with regard to the

transmission of substances to the Chemical Examiner for examination, in cases of suspected poisoning, or other cases in which the aid of the Chemical Examiner may be required :—

(i) Substances will not ordinarilly be forwarded by the medical officer to the Chemical Examiner except upon receipt of an order to that effect from a Magistrate, Superintendent, Assistant Superintendent or Deputy Superintendent of Police. It will, therefore, be necessary that orders for the transmission of substances tothe Chemical Examiner for analysis should be issued with promptitude. An order should invariably be granted if the medical officer considers it advisable to obtain the opinion of the Chemical Examiner; whilst on the other hand Magistrates, Superintendents, Assistant Superintendents and Deputy Superintendents of Police should issue an order for examination if they consider it desirable to consult the Chemical Examiner, although the opinion of the medical officer be adverse to such a proceeding. When the substance in regard to which the medical officer considers it advisable to obtain the opinion of the Chemical Examiner is one liable to rapid decomposition, he should forward the substance to the Chemical Examiner in anticipation of the orders of the Magistrate or the Police Officer. Viscera and other highly decomposable articles should not be detained by the medical officer longer than 24 hours. In such cases the medical officer should at once communicate the fact of despatch to the officer authorized under this paragraph to order an examination and that officer should thereupon send by the next post the required order along with the information prescribed in instructions (2) and (3) below.

(2) Magistrates, Superintendents, Assistant Superintendents and Deputy Superintendents of Police on instructing medical officers to forward articles for analysis to the Chemical Examiner should, at the same time, address the latter officer quoting the number and date of their order to the medical officer, and should furnish the Chemical Examiner with a brief summary of the history of the case.

(3) The principal points on which the Magistrate, Superintendents, Assistant Superintendents and Deputy Superintendents of Police in cases of suspected poisoning, should furnish information to the Chemical Examiner, are as follows :—

(a) What interval was there between the last eating or drinking and the first appearance of symptoms of poisoning ?

(b) What interval was there between the last eating or drinking and death (if this occurred) ?

(c) What were the first symptoms ?

(d) Were any of the following symptoms present? If, so state which—

(i) vomiting and purging,
(ii) deep sleep,
(iii) tingling of the skin and throat,
(iv) convulsions or twitchings of the muscles and,
(v) delirium and clutching at imaginary objects.

(e) Were any other symptoms noticed?

(f) Did any other persons partake of the suspected food or drink and did they also suffer from similar or other symptoms of poisoning?

(4) Any other information available, likely to prove serviceable as a guide to the class of poison administered should at the same time be furnished.

(5) Certificates of chemical analysis are not to be accepted from medical officers as these officers are not in a position to conduct analysis as they should be carried out for judicial purposes.

(6) In every case of suspected human poisoning, it is desirable that all the substances requiring analysis should be packed and forwarded to the Chemical Examiner by the nearest medical officer. If special circumstances render it desirable to forward any articles directly to the Chemical Examiner, instructions (3) to (10) given in Part II must be carefully attended to.

(7) Suspected blood-stains.—Articles requiring examination for the presence of blood-stains may be forwarded direct to the Chemical Examiner, the following rules being strictly attended to:—

(i) When clothes are sent up they should be sent as a whole and the stains need not be indicated by pencil marks, pins, etc. Stains on walls, floors, ground, or articles of furniture, etc., should not be scraped off, but the stained area should be carefully cut out; and when the material is brittle, as in the case of earth of chunam, it should be carefully wrapped in cotton wool and packed in a box so that the surface may be preserved from injury. Articles of clothing, etc., if wet or moist should be carefully dried before packed, otherwise the stains rapidly decompose and their nature cannot be determined.

(ii) Each article requiring separate examination should be packed separately and labelled. The labels should be numbered consecutively and should bear the signature of the forwarding officer, and the number and date of his letter of advice

to the Chemical Examiner. All the packets belonging to one case should then be enclosed in one box or outer covering unless disparity in the size of the various articles makes this inconvenient, but articles belonging to different cases should never be forwarded under the same cover. Articles sent for examination must never be used as wrappers. Labels should not be pasted over instruments suspected to contain any stains. All parcels should be carefully sealed by the despatching officer and packed in such a manner that they cannot be opened without destroying the seals. The seal used should be the same throughout, either a private seal or an official seal which is kept in safe custody; impressions of keys, weights, etc., must not be used. A letter of advice should be separately forwarded to the Chemical Examiner. This letter should contain—

(*a*) An impression of the seal used in closing the packets and description thereof.

(*b*) A list of the articles forwarded and a statement as to how the articles have been forwarded. The numbers given to the articles on the list must correspond with the numbers on the labels.

(*c*) Information as to whether any of the weapons, cloths, etc., are to be returned after examination.

(*d*) Information as to how many persons or animals were affected, how many died, and section of the Indian Penal Code under which any charge is being brought.

G.O. 1751, Mis. P.H., 17 Aug. 1952. G.O. 2552, P.H., 10 Dec. 1932.

(iii) Articles concerned in one and the same blood-stain case should, as far as possible, be forwarded to the Chemical Examiner at the same time so that they may be forwarded to the Serologist and Chemical Examiner to the Government of India for examination in one parcel as a charge is levied by him for each parcel irrespective of the parcel being in continuation of a previous parcel sent in the same case. The despatch of articles concerned in one and the same case at different times will involve extra expenditure and should therefore be avoided as far as possible.

G.O. 45 P.H., Mis. 5 Jan. 1934.

(iv) The Chemical Examiner should send to the Serologist and Chemical Examiner to the Government of India without testing any article on which the stains are so exceptionally small that they would be likely to be used up completely by his spectroscopic tests. In such cases the Chemical Examiner should certify in writing when forwarding the articles to the Serologist and Chemcial Examiner to the Government of India that the stains are so small that they would be likely to be used up completely, if a preliminary test were to be made by him.

In order to facilitate quick disposal of cases, the Serologist and Chemical Examiner to the Government of India, Calcutta, will endeavour to report on a blood-stain case within 10 days from the date of receipt of the specimens from the Chemical Examiner, Madras.

A fee of Rs. 25 per case for examination of all blood stain cases by the Serologist, Government of India, is payable by the State Government. G.O. 2181, P.H., 26 June 1948.

SCIENTIFIC AIDS TO DETECTION.

(v) The blood group test in stain cases.—When the red blood cells of one human individual are brought into contact with the blood serum of another human individual, clotting or adhering together of the red blood cells is frequently caused. This phenomenon is known as agglutination. This agglutination is brought about by agglutinable substances or agglutinogens present in the red blood cells and agglutinating agents or agglutinins present in the serum. By testing the red blood cells and the serum of the bloods of many individuals against one another, it has been established that there are only two agglutinogens A and B and only two agglutinins a and b in human bloods. The blood groups, which are four in number are governed by the disposition of these agglutinogens and agglutinins present in the red blood cells and serum respectively. These four groups are O, A, B and A B named after the agglutinogens present in the red blood cells, O being zero. G.O. 1836, P.H., 3 Aug. 1943.

The blood groups are as follows :—

Group O.—The red blood cells of this group contain no agglutinogen but the serum contains agglutinins a and b. The serum of this group agglutinates the red blood cells of groups A, B and AB. The red blood cells are inagglutinable.

Group A.—The red blood cells contain agglutinogen A and the serum contains aggultinin b. The serum of this group aggultinates the red blood cells of groups B and AB. The red blood cells of this group are agglutinated by the serum of groups O and B.

Group B.—The red blood cells contain agglutinogen B and the serum contains agglutinin a. The serum of this group aggultinates the red blood cells of groups A and AB. The red blood cells of this group are agglutinated by the serum of groups O and A.

Group AB.—The red blood cells contain agglutinogens A and B but the serum contains no agglutinin. The serum of this group has no agglutinating effect on the red blood cells of any group. The red blood cells of this group are agglutinated by the serum of groups O, A and B.

The agglutinogens and the agglutinins present in the blood of human being persist throughout life without changing the group and this basic fact constitutes the value of this test, about 42 per cent of human beings belonging to group O, about 41 per cent to Group A, about 12 per cent to group B and about 5 per cent to group AB.

The determination of blood groups of an unknown specimen of blood or blood-stain is made by testing it against sera of blood of known groups stocked in the laboratory.

This test in stains cases is at present conducted in the laboratory of the Indian Serologist, Calcutta.

The medico-legal significance of the blood group test in stain cases.—Since about 83 per cent of human beings belong to groups 0 and A, the value of the test frequently lies in suggesting the innocence rather than the guilt of an accused. The blood group test is valuable for the purpose of exclusion and is not of definite affirmative value. If the group of a blood-stain is not the same as that of blood of an individual it can be stated with certainty that the stain was not produced from that individual's blood. For example, if the blood-stains on a suspected person's clothing belongs to the same group as the blood of the victim but to a different group from that of the suspect, the suspect cannot claim that the stains on the clothing have been caused by his own blood. If the groups of a blood-stain is the same as that of the blood of an individual. the utmost that could be stated is that the blood-stain could have been derived from that individual. The grouping re-action narrows down the individuals from whom a given sample of blood may have been derived. The similarity of blood group between a blood-stain and the blood of an individual should not be taken to mean that the blood-stain is derived from that particular individual but that it could have been derived from the individual as well as from any other person of that group.

Requirements for the blood group test.—In addition to the blood-stained articles in stain cases, specimens of blood from the victim and from the accused are necessary.

The following conditions are required by the Serologist, Calcutta, for a satisfactory determination of the blood group :—

(1) Stain on clothing—

(*a*) A control free from stain should always be available.

(*b*) There should be available about one grain of well stained material stiff with blood or about half a grain of dried blood. Exhibits not yielding these quantities need not be sent for blood group test.

(2) Blood from living persons (victim or accused).—The following specimens should be sent with the help of a Medical Officer :—

(a) About 0.25 cubic centimetre of blood dried on a chemically pure filter paper. The blood is to be dried quickly but not in the sun. An unstained part of the filter paper should also be sent.

(b) About 0.25 cubic centimetre of clear serum. This is taken from a test tube in which blood (about 3 cubic centimetres) has been allowed to clot under sterile conditions without disturbing the contents much.

(c) About 0.5 cubic centimetre of serums turbid with red blood cells. This is taken after shaking the contents of the tube, the clear serum having been removed.

If for any reason the whole of the above procedure is not practicable a thick drop of blood taken on a chemically pure filter paper as in (a) and dried in the shade would be sufficient, an unstained piece of the filter paper also being sent as Control.

(3) Blood from dead bodies.—It should be a general rule that at the time of post mortem examination of all bodies in cases of violent crime the medical officers should preserve specimens of blood from the bodies for the determination of the blood group, if later found necessary. The procedure described above under (2) should be followed.

In all cases where the blood group test is required, the articles should be sent through a Government Medical Officer who will satisfy himself that the above conditions are satisfied.

This test should be asked for only in special cases and not as a matter of routine. The Imperial Serologist states that the process of this test is a time consuming one and no special arrangements exist in his laboratory to meet this new demand. He states that only occasional determinations can be undertaken by him.

N.B.—It should be noted that the taking of blood from a living person can be made only with the consent of the person concerned. If made without his or her consent it is technically an assault. It is beyond the powers of a police officer, coroner, lawyer, magistrate, judge or bench of judges to issue such an order. Consent must not be obtained by fraud or any undue moral pressure or duress. It must be given freely after full explanation of the reasons for which the examination is required and of the consequences that may result. Silence or compliance should not be taken as consent. In all cases of doubt, consent should be taken in writing, in the presence of disinterested witnesses. If the person does not consent then the examination must not be made.

(8) Suspected seminal stains.—Clothes requiring examination for seminal stain should be sent as a whole, care being taken to cover the suspected stains with cotton wool to prevent the

stains from being damaged during transit. For information regarding packing and despatch of letter of advice, see instruction (7) above.

(9) Explosives.—The detailed instructions regarding the packing of exhibits or objects suspected to be of an explosive nature in medico-legal cases for transmission to the Chemical Examiner to the Government of Madras and the mode of transmission, whether by post or by messenger, etc., and the precautions either immediate with reference to the place where found or in the methods of packing, etc., to be taken in all cases are found in the 'Instructions for dealing with substances or objects suspected to be of being explosives' issued by the Government of India contained in G.O. No. 730, (Public) (General) (Codfidential), dated 6th July 1931, G.O. No. 5934, Home, dated 6th March 1943, and G.O. Ms. No. 598, Home (Confidential), dated 24th February 1944, as amended from time to time. The following instructions should however be observed :—

All exhibits and substances suspected to be explosive or connected with an explosive should be sent by the local authorities to the Chemical Examiner to the Government of Madras in the first instance, with copies of such reports endorsed to the Inspector of Explosives, South Circle, Madras, in each case. An exception to the above procedure is to be adopted in the case of—

(a) Military Grenades, Mortar bombs, Artillery shells, Land Mines, Cartridges, etc.—It is dangerous to handle or remove any military shell grenade, mortar bomb, etc., which is suspected to have not gone off or exploded ; it is immaterial whether the grenade, etc., is suspected to be faulty or in good order. If any such object is reported or discovered at any spot it should not be removed but a guard should be placed over it and information should be sent to the nearest military post who should be asked to remove or destroy it. The discovery should also be reported to the superior officer.

In cases involving prosecution of persons for illegal possession of unexploded military grenade, mortar bomb, etc., the Inspector of Explosives, South Circle, Madras, should be informed by wire, and his arrival awaited. If the bomb, etc., has exploded and it is desired to prosecute a surviving person, the Inspector of Explosives, South Circle, Madras, and the Chief Inspector of Explosives in India should be informed by wire in accordance with the instructions contained in P.S.O. No. 336. In other cases, the remnants of the exploded bombs, etc., should be sent to the Inspector of Explosives, South Circle, Madras.

(b) Unexploded country bombs made up in soda bottles, jam tins, water cistern floats, chatties, coconut shells, bundles of Jute, hemp or cloth, bamboo tubes, etc., and book bombs and letter bombs.

These bombs may be designed to explode—

(a) when moved in any way,
(b) when turned over,
(c) when placed in water,
(d) when thrown down,
(e) by lighting a fuse,
(f) by clockwork, and
(g) by chemical reaction.

Before touching the bomb, examine it where it lies and see if you can detect the arrangement for firing. See if there is any trigger and if so, if it is set or not. Do not move the bomb unless you are satisfied that it is safe to do so.

If you are satisfied, then send the bomb to the Inspector of Explosives by hand in the first instance, packed according to the instructions contained in paragraph 14 of G.O. No. 30, Public (General), dated 6th July 1944 ; if you are not satisfied then place a guard over the bomb and report to your senior officer and send telegrams immediately to the Chief Inspector of Explosives in India, New Delhi (Explosives, New Delhi) as well as to the Inspector of Explosives, South Circle, Madras (Inspector, South Madras) asking for the assistance in rendering it safe.

(c) Remnants of exploded bombs.—If the exploded bomb is suspected to be of the usual type of country made bomb of the type met with frequently in the districts, remnants will have to be forwarded to the Chemical Examiner to the Government, Madras. If it is of unusual type, the remnants should be forwarded to the Inspector of Explosives, South Circle, Madras. In either case a copy of the history of the case should also be forwarded to the Inspector of Explosives, South Circle, Madras.

If the exploded bomb is suspected to be of millitary origin, viz., military grenade, mortar bomb or shell, the remnants may be forwarded to the Inspector of Explosives, South Circle, Madras, for his opinion, together with a report of the circumstances.

(d) Incendiary devices not coupled with a bomb or explosive device.—The initiating agents in these devices should be carefully examined and removed before they are sent by messenger to the Chemical Examiner to Government and whenever any doubt is felt, the fact of the case should be reported to the senior officer, and the assistance of the In spector of Explosives

South Circle, Madras, sought for, by telegram if necessary. If the device has taken fire the remains without removing the ash or soot will have to be sent to the Chemical Examiner to Government.

(e) Incendiary device coupled with an explosive device.—These devices have a fairly elaborate mechanical arrangement and may look like bombs. The Inspector of Explosives, South Circle, Madras, will have to be informed by telegram and his arrival awaited. If any piece of yellow phosphorous is found, it should be removed immediately. If the arrangement has already fired or exploded, the remains together with the ash or soot will have to be sent to the Inspector of Explosives, South Circle, Madras, for his opinion, along with the report of the circumstances.

In forwarding articles suspected to be of an explosive nature, special precautions should be taken to avoid the risk of their exploding in transit while being unpacked. The usual type of bomb used in Madras is quite safe to handle, if thoroughly wetted, but very dangerous if dry. Anything of the nature of a live bomb should therefore be thoroughly wetted with water packed in such way that it will not dry in transit and be sent through a messenger, and not by railway or post, to the Inspector of Explosives, South Circle, Madras.

G.O. 3257, Home, 14 June, 1939.

(10) Firearms.—The examination of markings on bullets and cartridge cases with a view to establish the identity of the weapons from which they were fired is sometimes necessary and the opinion of an expert is a vital factor in such cases. The Chemical Examiner to Government, assisted by an officer attached to the Criminal Investigation Department, is in a position to give such expert opinion.

(11) Miscellaneous examinations.—In forwarding coins to the Chemical Examiner, Magistrates and Police Officers should follow the directions laid down in Clause (ii) of Instruction (7) of this Part and in Part II instruction (10) so far as they may be applicable, and should be careful to include in their letter of advice to the Chemical Examiner information as to the nature and object of the examination required, and to furnish any other information likely to assist the Chemical Examiner in making the required examination.

G.O 2148, Public Health, 13 Octr. 1932.

(12) Return of Articles.—When articles are wanted back after examination, a note to this effect should be included in the letter of advice and unless they are entirely used up in the examination, they will be returned. In the absence of such a note, the Chemical Examiner will assume that the return of the articles is not required and they will be destroyed.

PART II.

Instructions for the guidance of Medical Officers.

(1) Medical Officers in charge of hospitals and dispensaries are required to maintain a supply of methylated spirit supplied by the Government Medical Stores and suitable bottles, etc., in readiness for the transmission of viscera and other matters to the Chemical Examiner when occasion may arise. In cases of suspected poisoning it is exceedingly important that viscera and other suspected matters liable to rapid decomposition should be placed in spirit as soon as practicable, and every care should be taken lest doubt may be raised in court as to the identification of the articles likely to require examination, or as to possibility of their having been accidentally contaminated or improperly interfered with.

HUMAN CASES.

(2) On making a post mortem examination, whenever there is any suspicion of poisoning, the stomach should be tied at both ends (a double ligature being applied at the pyloric extremity, so that the contents of the intestines may not escape) and removed from the body in such a manner that its contents may be retained; after removal it should be opened, the contents received into a perfectly clean bottle and the mucous surface of the stomach carefully examined, its appearance noted, and any suspicious particles found adhering thereto should be picked off with a pair of forceps and placed in a separate small phial for transmission. And the mucous membrane of the mouth, pharynx and oesophagus should be examined, and any unusual appearance or marks of corrosion thereon carefully noted.

(3) In all cases of death from presumed poisoning the following articles should be forwarded for analysis, each in a separate bottle, unless otherwise indicated. Other viscera or tissues should not be forwarded unless, in the opinion of the medical officer, the special circumstances of the case, which should be clearly stated in the letter of advice, render such a proceeding advisable :—

(a) Stomach.

(b) Contents of the stomach, which may, if it be convenient, be put in the same bottle with the stomach.

(c) Suspicious particles (if any have been found) removed from the mucous membrane of the stomach.

(d) A portion of the liver, not less than 16 oz. in weight, or the whole liver, if it weighs less than 16 oz., and one kidney.

(e) The vomited matter, if any. The earlier and the later vomits should, when practicable, be sent up in different bottles. And the labels should state at what period the matters were vomited. Special directions are given in instruction (5) for the disposal of vomited matters mixed with earth, etc.

(f) A specimen of the spirit used. Four ounces are sufficient.

(g) The contents of the small intestines.

(h) Any urine which may have been separately collected after the commencement of symptoms, or found in the bladder after death.

(4) Strong methylated spirit supplied by the Government Medical Stores should in all cases be added as laid down in the rules for the transmission of articles for analysis detailed in instruction (10) to the contents of bottles (a), (d), (g), (h) and also the contents of bottles (b) and (e) unless it is suspected that alcoholic poisoning has been the cause of death. No spirit need be added to the contents of bottle (c). Care should be taken that no vessel containing fluid matters is quite filled, and that bottles containing viscera with methylated spirit should not be more than three quarters filled so that the viscera may be well shaken with the spirit on the journey. No methylated spirit other than that supplied by the Government Medical Stores should be used, and methylated spirit must never be obtained for this purpose from the bazaar.

(5) Vomited and purged matters are frequently received by medical officers mixed with earth, etc. If the admixture of earth be sufficient to render the evacuated matters dry and inoffensive they may be packed without spirit in any convenient manner, otherwise they must be packed with spirit. Vomited and purged matters if they have, as frequently happens, been allowed to fall on the ground, should be carefully scraped up not taking more earth than is necessary. The superficial scraping should be packed separately. It is rarely necessary to remove the earth to a depth greater than half inch, even in cases of suspected metallic poisoning, unless the soil be of a very loose character. Except when a metallic poison is suspected, it is very rarely necessary to forward purged matters.

(6) If articles of food, medicine, etc., suspected to have been the vehicle by which poison has been admitted, require examination they should each be packed up separately and spirit invariably added, as in the case of viscera, to such as are liable to decomposition. Fruits, such as the plantain and custardapple, if suspected to contain poison, should be carefully inspected, and if it should appear that some foreign substance has been inserted, this should be picked out and sent up for examination. If no suspicious substance can be discovered, the fruit should be forwarded.

(7) After having made a post mortem examination in a case of suspected poisoning, and having preserved in spirit all articles liable to rapid decomposition which are likely to require examination, the medical officer should report the result of his examination to the Police and on receipt of an order from the Police or the Magistrate, should forward the viscera of the deceased and such other articles as may require analysis to the Chemical Examiner for examination. In cases where no death has occurred, but where it is suspected that poison has been administered, the medical officer, having preserved in spirit all articles liable to rapid decomposition, which are likely to require examination, should similarly report the case to the Police and on receipt of an order from the Police or the Magistrate should forward the vomitted matters or contents of the stomach, removed by the stomach pump, of the affected individual, or other matters requiring analysis by the Chemical Examiner.

Though Magistrates, Superintendents, Assistant Superintendents and Deputy Superintendents of Police are required to grant an order for analysis, should the medical officer consider such an analysis necessary, they can, if they consider it advisable, order viscera, etc., to be sent to the Chemical Examiner even when, in the opinion of the medical officer, such a proceeding may be quite unnecessary.

Medical officers are authorized to forward suspected articles liable to rapid decomposition to the Chemical Examiner, in anticipation of the orders of a Magistrate or a Police Officer. In such cases the medical officer should at once communicate the fact of despatch to the Magistrate, Superintendent, Assistant Superintendent or Deputy Superintendent of Police and that officer should thereupon send by the next post the required order along with the information prescribed in instructions (3) and (4) in Part I.

(8) When on receipt of the necessary order a medical officer forwards articles to the Chemical Examiner for examination he should address at the same time a letter to the Chemical Examiner advising him of their despatch. This letter should contain—

(a) an impression of the seal used in closing the bottles and a description thereof;

(b) a list of the articles forwarded and a statement as to how the articles have been forwarded;

(c) the name of the officer from whom the order has been received to forward the article and the number and date of such order;

(d) a detailed account of the post mortem appearances observed in Medical Form I-42; and

(e) an account of the symptoms observed by himself or others and a statement of the treatment, if any, adopted.

(9) All bottles and packets should be carefully sealed by the medical officer, and closed in such a manner that they cannot be opened without destroying the seals. The seal used should be the same throughout, either a private seal or an official seal, which is always in safe keeping; and impressions of keys, weights, etc., must never be used. Each bottle or packet should be labelled and each label should bear the number and date of the letter of advice to the Chemical Examiner relating to the case, as well as a short description of the contents, and should be signed by the medical officer.

(9-A) Special suggestions to medical officers—

(i) Always try and obtain some information about the case. "Poisons are many and the material available for examination is limited." Some idea of the symptoms and relevant history is, therefore, of enormous value to the analyst.

(ii) Do not forget to mention if any treatment has been adopted. Washing the stomach with potasium permanganate, for instance, destroys the distinctive tests for opium, and hence negative reports may be received in well-defined cases of opium poisoning. Vomit is always more valuable for analysis than any stomach wash.

(iii) Don't neglect to preserve the urine both ante and post mortem. Many alkaloids are recoverable from urine which may easily be destroyed in a viscera extraction. In veronal poisoning about 75 per cent of the drug is excreted in the urine and much of this is before death.

(iv) It is suggested that, when taking a four ounce sample of the preservative, it is advisable to rinse the inside of the glass vessels to be used for the viscera with this fluid and then bottle and seal the sample.

(v) Don't forget that symptoms of acute poisoning may arise from food contamination (bacterial poisons) and if this is suspected, the medical officer of health should be informed.

(vi) Often, pieces of plant tissue are sent in for identification; this is generally impossible unless the leaves or flowering tops are received.

(vii) In cases of arsenic poisoning, special care should be taken to avoid the possibility of contamination of dishes, gloves, etc., which might be carried over to the next case.

(viii) Use molten paraffin to seal the stoppers of the glass vessels and prevent leaks. Sealing wax or plaster of Paris is not available.

(ix) Don't forget the reference number on the outside of the exhibit box ; remember we deal with hundreds of parcels.

(x) In some cases, especially food poisoning, cholera, etc., bacteriological examinations may be required, whereas in some others, tissues may have to be subjected to histological examinations.

(10) Rules for the transmission of substances for analysis.—Suspected substance may be forwarded by post, by passenger train, or in charge of a constable. The latter method is recommended in all cases in which wealthy or influential parties are implicated. Officers forwarding viscera, etc., by post, by rail, or steamer or by constable to the Chemical Examiner, will be held personally responsible that the following instructions are carefully followed :—

A. Transmission by post.—When viscera, etc., are forwarded through the post, the following rules are to be observed :—

(1) The suspected viscus or other material to be sent for examination should be enclosed in a glass bottle or jar fitted with a stopper or sound cork.

(2) If the material sent is liable to decomposition, it should invariably be preserved by one of the following methods : G.O. No. 506. P.H., 23

(i) In cases of suspected poisoning in man, other than alcoholic poisoning by other volatile poisons, such as kerosene oil, turpentine, eucalyptus oil, chloroform, etc., the materials sent should be immersed in rectified spirit or methylated spirit supplied by the Government Medical Store Depot. The spirit should be sufficient in quantity to cover the material immersed in whatever position the vessel containing it may be held, and should not bear a less proportion to the bulk of such material than one-third. Care should be taken that common bazaar spirit is not used. The amount of spirit added to each vessel should be measured and the amounts so added written on the label affixed to the vessel.

(ii) In cases of suspected alcoholic poisoning or poisoning by other volatile poisons, such as kerosene oil, turpentine, eucalyptus oil, chloroform, etc., in man, the contents of the stomach and its washing in pure water should be placed in a bottle with a sufficient quantity of clean table salt to saturate the solution and leave a little salt undissolved. The stomach itself, after being washed in pure water, as above, may be preserved in alcohol as in (i). A sample of the water and of the table salt used should also be invariably forwarded for examination.

(3) Great care should be taken that the stopper or cork of the bottle fits tightly. This precaution is especially necessary when alcohol is used as a preservative ; in such cases a ring of bees' or candle wax should be placed round the lip of the bottle so as to cover the shoulder of the stopper. The stopper should be carefully tied down with bladder or leather and sealed.

(4) The glass bottle or jar should then be placed in a strong wooden or tin box, which should be large enough to allow of a layer of raw cotton, at least three-fourths of an inch thick, being put between the vessel and the box.

(5) The box itself should be encased in common garah cloth, which should be securely closed and sealed. The seals should be at intervals not exceeding three inches along each line or sewing. All the seals must be of the same kind of wax, and must bear distinct impressions of the same device. The device should ordinarily be the office seal of the officer despatching the parcel. The device must in no case be that of a current coin or merely a series of straight curved or cross lines, or impressions of keys or weights.

(6) Despatching officers will be held personally responsible that these instructions are carefully followed. Whenever practicable, such parcels should be packed under the immediate supervision of the Civil Surgeon.

(7) At all stations where there is a Civil Surgeon the parcels should invariably be sent to the post office by that officer and not by a subordinate officer ; but where there is no Civil Surgeon that may be packed and forwarded direct to the Chemical Examiner by the subordinate officer in charge of the hospital or dispensary.

(8) A declaration of the contents to the officials of the Postal Department is unnecessary and should not be made.

B. Transmission by rail or steamer.—When viscera, etc., are forwarded by rail or steamer it is unnecessary to encase the box in cloth, but with this exception the rules for forwarding articles through the post must be observed in forwarding articles by passenger train or steamer.

C. Transmission by constable.—When viscera, etc., are forwarded in charge of a constable, it will not be necessary to pack the bottles, etc., in a strong box in order to protect them from rough handling during transit. But it is desirable that glass bottles containing viscera, etc., should be wrapped in cloth or paper so as not to be offensive to other passengers.

In every other respect the same rule should be observed as in the transmission of viscera, etc., by rail.

(11) Tissues surrounding gun-shot injuries—Instructions for despatch of.—Tissues in cases of death from shooting require to be examined for the presence of traces of lead should be sent in lead-free containers. Country-made earthern-ware jars have been frequently found to contain lead in their inner glass and should not be used as containers for packing such tissues. A specimen of unaffected tissues from the same body should also be sent in such cases whenever possible. Surgeon-General's P.No. 79-M, 27 April 1938 and P. No. 32-M, dated 20 Feb. 1930.

(12) Difference of opinion between the Chemical Examiner and the post-mortem findings of Medical Officers.—In all cases where the opinion of Medical Officers based on post-mortem findings differs from that of the Chemical Examiner, the Medical Officers concerned should get into touch with the Chemical Examiner and ascertain his reasons for arriving at a different finding. Surgeon-General's P. No. 51-M 16 Feb. 1939

Post-mortem on animals.

617. (1) Where a veterinary dispensary exists, the body or any animal which has died under suspiciuls circumstances of in respect of which an offence is reasonably believed to have been committed, as well as any living animal regrding which a cognizable offence resulting in serious injury to such animal is reasonably belived to have been committed, should be sent to such dispensary for post-mortem or other examination and not to any other institution, and no fees will be charged by Veterinary Assistents in charge of veterinary dispensaries maintained by Government or by a municipality or local Board or by Veterinary Assistants belanging to the veterinary department and holding charge of a private dispensaries far a post-mortem cr other examination performed under lawful requisition from a Police Officer. In places where there are no veterinary dispensaries, such examinations will be conducted (without fees) by itinerating Assistants or Inspectors of the Veterinary department. G.Os. 1314 Judl., 30 Sep. 1909. 827, Judl., 1 June 1910 and 208, Judl., 13 Feb. 1912.

(2) District Collectors have been empowered to sanction a fee not exceeding Rs. 10 each case for post-mortem or other examinations conducted by Veterinary Assistants attached to private Veterinary institutions where such Assistants are not Government servents borne on the cadre of the Madras Veterinary Department.

Admission of Police officers into jails.

Rule 30, Jail Manual. **618.** The following rules have been laid down in the Jail Manual for regulating the admission of Police Officers into jails :—

G.O. Ms. 1858, Home, 23 May 1942. **(1) Any Police Officer of not lower rank than a Deputy Superintendent and any Police Officer authorized to investigate a cognizable offence committed in the jail shall for any purpose connected with the discharge of his duty as such Police Officer, be permitted to enter the jail at any time, between unlocking in the morning and lock up in the evening.**

He shall not, however, be permitted to interview any prisoner without an order in writing from the District Collector or a Deputy Inspector-General of Police or the Commissioner of Police, addressed to the Superintendent of the jail. Such officer may, however, take Inspectors or Sub-Inspectors with him for assistance, with the proviso that the interview must take place in the presence of the superior officer.

(2) Police Officers of lower rank than Deputy Superintendent who are in uniform shall be permitted to enter the jail for the purpose of recognizing old offenders or for conducting operations for the identification of prisoners during working hours on any week day.

The officer should produce a written authority either from the Superintendent of Police or the Commissioner of Police.

(3) No Police Officer shall be permitted to interview any prisoner except as provided for in Clause (1).

(4) Any interview permitted under an order from the District Collector, a Deputy Inspector-General of Police or the Commissioner of Police shall take place in the presence of the Jailor, or other proper officer of the Jail who shall, if required to do so, keep at such a distance that he may not hear the conversation that takes place.

(5) The Superintendent of the Jail shall, for the purpose of this rule, produce any prisoner in his charge whom the Police are authorized to interview, and shall afford every reasonable facility for this purpose.

Admission of Police officers into Habitual Offenders Settlements.

* **619.** The Police have the same rights of access, under the law, for purposes of their work, to Habitual Offenders Settlements as they have to any other place. When, however the manager of a settlement is available on the spot, and

there is time to consult him without risking the defeat of the object of the police entry, the Police should, in general, inform that officer of their intentions and act in consultation with him.

Military Lines—Search—Procedure.

* **620**. When any investigation, search or arrest is contemplated within military lines, the Police Officers concerned should be in uniform and, so far as circumstances permit, previous notice should be given by them confidentially to the Officer Commanding, Adjutant or Orderly Officer, concerned. G.O. 383, Pub. (Pol.). 10 August 1934.

Inducements to confess.

* **621**. *Questioning of accused persons.*—It is but right that the Police, when they are endeavouring to discover the author of a crime, should make enquiries of, or put questions to any person, including the accused, from whom they think they can obtain useful information. But, when an accused person is arrested, he should first be informed of the charge against him. It is then open to the investigating officer to put him such questions as he considers necessary for the purpose of enabling him to explain or elucidate any circumstances that may have been ascertained in the course of the investigation. If the accused proceeds to make a defence with the object of explaining his position, further questions may be put to him to elucidate that explanation. But the questioning should not be persistent or take the form of a cross-examination nor should the accused be pressed to answer questions or make any statement if he is unwilling to do so. The practice of resorting to persuasion, trickery or oppression to induce an accused person to confess or make any statement is prohibited. G.O. Ms. 3460, Home. 4 November 1946.

Recording confession.

* **622**. An accused person desiring to make a confession shall ordinarily be produced by the Police before a Stipendiary Magistrate of the first or second class. Failure to comply with this order will be held to detract from the value of the confession. G.O. 842, Home(Judl.). 24 April 1917

NOTE.—For the orders of Govenment indicating the procedure to be adopted in the recording of confessions of accused persons under Section 164 of the Codes of Criminal Procedure; vide G.O. No. 842, Home (Judicial), dated 24th April 1917, published in Part I of the *Madras Police Gazette*, dated 2nd June 1917.

G.O. Ms. 4274, Home, 28 November 1945

623. (i) If it appears to the investigating officer that any statement made by an accused person while in custody will lead to the discovery of any fact which can be proved under section 27 of the Indian Evidence Act, he should record the statement clearly and carefully in the presence of two or more respectable persons of the locality. The statement should be recorded in the first person, that is to say, as far as possible in the actual words of the accused. It must not be paraphrased.

(ii) It is not necessary that the information should lead to the discovery of only material objects that can be exhibited It might lead to the discovery of concrete relevant facts connected in some manner with the concerned crime.

Identification.

* **624.** (1) When witnesses allege that they can identify persons who took part in an occurrence, the investigating officers shall record their description of them in detail.

(2) When persons are to be shown to witnesses for identification, they shall be carefully kept out of view of the witnesses and mingled with a considerable number of other persons of a like class. The witnesses shall then be asked, one by one and independently, to point out any person whom they recognize.

(3) It should then be seen whether the description of the person tallies with that given in the first instance.

G.O. Ms. No. 3239, Home, 20 November 1956.

(4) Identification parade shall be conducted by a magistrate and the Police shall, after arranging the preliminaries of the parade withdraw, allowing the magistrate to conduct the parade alone.

State Examiner of Questioned Documents.

G.O. Ms. 3862, Home, 26 Dec. 1953.

* **625.** Instructions for sending documents for examination by the State Examiner of Questioned Documents and requiring his attendance in Law Courts are given in the Appendix—Vide Volume II. The services of the Examiner should be requisitioned only in really important cases and he should not be consulted by Police officers without previously obtaining the sanction of the Deputy Inspector-General of Police.

Bullets and Cartridge cases—Comparison with weapons or other bullets or cartridge cases.

G.O. Ms. 3862, Home, 26 Dec. 1953.

***626.** The examination of markings on bullets and cartridge cases with a view to establish the identity of the weapons from which they were fired is sometimes necessary and the opinion

of an expert is a vital factor in such cases. The Chemical Examiner to Government assisted by an Inspector or a Sub-Inspector attached to the C.I.D. is now in a position to give such expert opinion. Application for his services should be made as laid down in clause 15 (*e*) of Police Standing Order No. 627, a copy of the application being sent to the Deputy Inspector-General of Police, Railways and C.I.D., Madras, and the procedure prescribed in Police Standing Order No. 616 followed. On no account should a subordinate Police Officer other than the C.I.D. Inspector or Sub-Inspector referred to, be required to give expert evidence in such cases.

Injuries from firearms—Instructions for investigating officers.

* **627.** (1) In cases in which firearm injuries have been caused, whether fatal or not, a number of important points of a medico-legal and technical nature in connexion with the injuries found and the weapon and ammunition used may be anticipated.

(2) A case will often turn on one or other of the points that arise and may easily fail before a clever defence, even though other evidence is available, if a point is left in doubt or unexplained.

(3) The various points are often matters of inference and can only be established if the data on which they are based are completed and reliable. This will depend mainly on the work of the investigating officer at the outset of the case. He must concentrate on making a complete and correct record of all the facts available at and near the scene at the earliest opportunity. The value of his work will be judged by and the success of the case will depend on the care, thoroughness and accuracy of the first investigation.

(4) *Firearms, ammunition etc.*—Expert examination will normally be needed for determining whether there are blood marks of finger points on a weapon, whether a weapon shows signs of recent use, and if so, the nature of the powder used, whether there is blood or powder on clothing, what the weight and measurement of a projectile is and whether a projectile or cartridge case could have been or *actually was* fired from a particular weapon.

(5) A thorough search must be made at and within range of the scene for any spent projectile, wad, empty cartridge case or live cartridge and for any weapon or weapons that may have caused the injuries.

(6) The exact spots where any articles were found and their condition should be carefully noted and their exact position fixed by measurements. Weapons should be specially examined for traces of finger-print and bloodstains and it should be noted whether the barrels are clean or fouled. If an expended cartridge case is in the breach, it should be left as found. All markings on weapons, cartridge cases, etc., should be carefully noted and recorded.

(7) In searching the house of an accused or suspected person, any ammunition or materials used for making ammunition, which might have caused the injury, or have been used in a weapon that has been recovered should be specially looked for.

(8) When the weapon used is unknown or in doubt, every licensed arm in the locality should be checked and the possibility of its having been used in connexion with the occurrence examined. Government weapons should not be left out of account.

(9) All firearms and ammunition should be handled and packed with special care to prevent surface marks being disturbed or obliterated. The mouths of firearm barrels should be corked up.

(10) The clothing of an injured person should be carefully examined for the presence of powder or blood marks and signs of burning. Where a projectile has passed through any clothing, the appearance of the part through which it has passed should be carefully examined and described. Clothing must be handled with particular care to prevent any flakes of smokeless powder that adhere being shaken off. Clothing should be carefully preserved and sent for expert examination,

(11) *Injuries.*—A firearm injury provides indications of the nature of the weapon and projectile used and the distance from which a shot was fired, and the main question that will arise is whether an injury could have been caused by a particular weapon in a particular manner. A detailed and accurate observation and record of every injury is essential if the subsequent inferences are to be of value. For the necessary observation and record the Police will be dependent on the medical officer and the investigating officer must co-operate closely throughout with the medical officer if the desired result is to be obtained.

(12) (*a*) The chief features of a firearm injury are the entrance and exit wounds and the track.

(*b*) (i) *Entrance wound.*—The entrance wound is of special importance. It must be described accurately and in detail, particular attention being paid to the following points :—

(1) Whether the wound is in the form of a cross-shaped tear, a clean punched hole, or an irregular hole ;

(2) whether there is bruising of the margins, denudation of the outer layer of the skin immediately surrounding, and turning in and compression of the tissues ;

(3) whether there is singeing of hair and scorching or blackening of the skin surrounding the wound and the characteristic tattooing, due to gains of unburnt black powder embedded in the skin ;

(4) whether there is a fine ring of blackening round the wound due to grease and metallic fouling from the bullet and to the bruising of the tissues and distinct from the appearances noted in the previous item ;

(5) whether there is ploughing up and blackening of the tissues beneath ; and

(6) whether any particles of unburnt black powder or flakes of smokeless powder are embodied in or beneath the tissues.

(ii) Exact and accurate measurements should be taken, if possible with callipers, of the hole proper and of the area of erosion and the areas of discolouration surrounding it.

(iii) A wound should be examined under a lens and, in the case of murder or suspicious death, the tissue should be preserved and a microscopic and chemical examination should be made.

(*c*) (i) *Exit wound.*—The exit wound should be accurately measured as in the case of the entrance wound and its appearance noted and recorded. It should be specially noted whether it is torn and puckered with the edges turned outwards.

(ii) If no exit wound is found, the projectile should be searched for in the body by X-ray examination or by dissection as the case may be.

(*d*) (i) *Track.*—It should be noted whether the track of the projectile is in a direct line between the entrance and exit wounds or whether it has taken an irregular course as a result of deflection. The angle of the track should be noted.

(ii) The track should be examined for particles of clothing, tissue and powder which may have been driven into it.

(iii) Photographs of entrance and exit wound should be taken whenever possible.

(iv) Blood splashes on the body or clothing should be exactly described, the area, shape, the exact location of each splash being noted.

(13) (*a*) *Injuries in bone.*—Where the skull or a bone, has been penetrated during the entry, passage or exit of a projectile, the exact position and nature of the hole and the portions surrounding it should be noted and accurate measurements taken. The characteristic bevelling, or cone-shaped widening, of the hole in the bone in the direction in which the bullet travelled should be looked for.

(*b*) In cases of murder or suspicious death, portions of fractured or penetrated bone should be preserved.

(14) *Typical cases.*—Injuries caused by firearms sometimes appear to have been due to other causes and injuries apparently due to other causes may actually have been caused by firearms. Occasionally a projectile strikes the skull causing a complete and typical entrance hole but does not actually enter.

(15) *General.*—(*a*) Photographs should be taken of the body, in cases of death, at the scene of occurrence, showing near and distant views.

(*b*) A detailed and accurate plan of the scene of occurrence should be prepared by a professional draughtsman showing the distance between the body and the place of discharge of any weapon and the places where any projectile, wad, cartridge case or live ammunition was found.

(*c*) The exact position of the body should be fixed by accurate measurement from at least two fixed points.

(*d*) The ground in the vicinity of the spot where an injury occurred should be examined with great care to some distance on all sides for signs of spattering of blood and other matter.

(*e*) All articles which have to be sent for expert examination should be sent in the first instance to the Chemical Examiner, and, if questions of finger-prints or the identification of firearms arise, a copy of the covering letter to the Chemical Examiner should be sent to the C.I.D. An account of the case with a copy of the *post-mortem* or wound certificate should accompany articles sent to the Chemical Examiner. Articles sent for examination should be wrapped up separately and labels and seals affixed to the covering material and not direct to the articles themselves.

(*f*) The question whether an injury could have been caused by a particular weapon in a particular manner and at a particular range should not be the subject-matter of reference

by the investigating Police to the local Medical Officer who conducted *post-mortem*. It should be referred by the investigating officer to the Superintendent of Police who will obtain the opinion of the District Medical Officer. This procedure has the approval of the Director of Medical Services, Madras.

Police inspection of Post Office records.

* **628.** When an investigating officer during any investigation under the Criminal Procedure Code requires to inspect any post office records, he shall make a written application to the Postmaster, who will produce the records and give the information required, provided that only those entries in the records will be disclosed which relate to the person or persons accused of the offence under investigation or which relate to that offence. In any other case the Postmaster will refer to the Postmaster-General, who will decide whether or not the information should be withheld under section 124 of the Indian Evidence Act, 1872 (Act I of 1872). G.O. 1112, Judl., 10 June 1891.

Copies of judgments, etc., how obtained.

629. Copies of judgments and depositions may be obtained when necessary by gazetted officers and prosecuting staff. G.Os. 1 839, Judl., 9 Sep. 1893 and 907, Judl., 23 May 189.

Inspection of Records of Criminal Courts by the Police.

630. (1) The High Court has made the following rules for the inspection of records of Criminal Courts by Police officers :—

317. Inspection by Police or Public Prosecutor.—Whenever it shall appear to any officer of Police, not below the rank of Sub-Inspector of Police, that an inspection of the records of any criminal trial or appeal will facilitate the detection or prevention of crime or is desired for examination of the conduct of Police officers connected with the case, and whenever the inspection of such records may be desired by a Public Prosecutor, in the exercise of his duty as Public Prosecutor, such officer or Public Prosecutor, as the case may be, may apply to the Sessions Judge or presiding Magistrate of the court in which the records are lodged for permission to inspect the same. Paragraphs 317 to 319, Criminal Rules of Practice and Orders.

318. Procedure on application.—The application referred to in the preceding rule shall be made in writing and shall contain a description of the records and shall state the purpose for which the inspection is sought, and the Sessions Judge, or Magistrate may grant or refuse the application as he may seem fit. If the application is refused, the Sessions Judge or Magistrate shall record the reasons for refusal and shall communicate a copy thereof to the officer of Police concerned, or to the Public Prosecutor, as the case may be. If the application is granted,

the Sessions Judge or Magistrae shall make arrangements for permitting the inspection to be conducted in accordance with the next following rule.

319. Conduct of Inspection.—Every inspection of records under these rules shall be conducted by an officer of Police not below the rank of Sub-Inspector of Police, or, if the inspection is granted on the application of a Public Prosecutor, then by the Public Prosecutor himself ; it shall take place within the precincts of the Court in which the records are lodged and in the presence of an officer of the Court who shall be deputed by the Sessions Judge or Magistrate for the purpose, and no record or part of a record shall be removed by the inspecting officer from the precincts of the Court.*

PUBLIC SERVANTS—EVIDENCE BEFORE COURTS—PROCEDURE TO BE FOLLOWED WHEN SUMMONED TO PRODUCE OFFICIAL DOCUMENTS.

G.O. Ms, No. 2679, Home, 6 Sep. 1954.

(2) The Central Government have issued the following revised instructions regarding the procedure to be adopted when a Government servant is summoned by a Court to produce official documents for the purpose of giving evidence :—

The law relating to the production of unpublished official records as evidence in Courts is contained in sections 123, 124 and 162 of the Indian Evidence Act, 1872 (Act I of 1872), which are reproduced below :—

123. No one shall be permitted to give any evidence derived from unpublished official records relating to any affairs of State, except with the permission of the officer at the head of the department concerned, who shall give or withhold such permission as he thinks fit.

124. No public officer shall be compelled to disclose communications made to him in official confidence, when he considers that the public interests would suffer by the disclosure.

162. A witness summoned to produce a document shall, if it is in his possession or power, bring it to Court, notwithstanding any objection which there may be to its production or to its admissibility. The validity of any such objection shall be decided on by the Court.

The Court, if it sees fit, may inspect the document, unless it refers to matters of State, or take other evidence to enable it to determine on its admissibility.

1. If for such a purpose it is necessary to cause any document to be translated, the Court may, if it thinks fit, direct the translator to keep the contents secret, unless the

G.Os. 918, Judl., dated 16 June 1910 and 2138, Judl., dated 23 Oct. 1913:

document is to be given in evidence ; and, if the interpreter disobeys such direction, he shall be held to have committed an offence under section 106 of the Indian Penal Code.

2. For the purpose of section 123 above, the expression 'officer at the head of the department concerned' may be held to mean the officer who is in control of the department in whose charge records of the department remain. Ordinarily such an officer would be the Secretary to the State Government in the case of State Governments and the Secretary, Additional Secretary or Joint Secretary in charge of the Ministry in the case of Government of India. But in case of attached officers like Directorates, the Director-General may be regarded as the 'the head of the department' for the purposes of this section. Only such officer should be treated as the authority to withhold or give the necessary permission for the production of official documents in evidence. In case of Part C States the Chief Commissioner or the Lieutenant Governor as the case may be, may be regarded as the head of the department and not his Secretaries.

3. In respect of documents (1) emanating from a higher authority, i.e., the Government of India, or the State Government or which have formed the subject of correspondence with such higher authority, or (2) emanating from other Governments whether foreign or members of the Commonwealth, the heads of department should obtain the consent of the Government of India or of the State Government, as the case may be, through the usual official channels before giving permission to produce the documents in Court, or giving evidence based on them unless the papers are intended for publication, or are of a purely formal or routine nature, when a reference to higher authority may be dispensed with.

4. In the case of documents other than those specified in paragraph 3 above, production of documents should be withheld only when the public interest would by their disclosure be injured, as where disclosure would be injurious to national defence, or to good documents secret is necessary for the proper functioning of the public service. Some High Courts have pointed out the circumstances under which no such privilege should be claimed, e.g., privilege is not to be claimed on the mere ground that the documents are State documents or are official or are marked confidential or if produced, would result in Parliamentary discussion or public criticism or would expose want of efficiency in the administration or tend to lay a particular department of Government open to a claim for compensation. The mere fact that the head of the department does not wish the documents to be produced

is not an adequate justification for objecting to their production. The High Courts have also observed that refusal to produce documents relating to affairs of State implies that their production will be prejudicial to public interest. Consequently the reasons therefor should be given in an affidavit in Form No. I at the appropriate place.

5. In a case of doubt the head of the department should invariably refer to higher authority for orders.

6. These instructions apply equally to cases in which Government is a party to the suit. In such cases much will depend on the legal advice as to the value of the documents but before they are produced in a Court, the considerations stated above must be borne in mind, and reference to higher authority made, when necessary.

7. The Government servant, who is to attend a Court as a witness with official documents should, where permission under section 124 has been withheld, be given an affidavit in Form No. I duly signed by the head of the department in the accompanying form. He should produce it when he is called upon to give his evidence, and should explain that he is not at liberty to produce the documents before the court, or to give any evidence derived from them. He should, however, take with him the papers which he has been summoned to produce.

8. The Government servant who is summoned to produce official documents in respect of which privilege under section 124 has to be claimed, will make an affidavit in the accompanying Form No. II. When he is not attending the court himself to give evidence, he shall have it sent to the court along with the documents. The person through whom the documents are sent to the court should submit the affidavit to the court when called upon to produce the documents. He should take with him the documents which he has been called upon to produce but should not hand them over to the court unless the court directs him to do so. They should not be shown to the opposite party.

9. The head of the department should abstain from entering into correspondence with the presiding officer of the court concerned in regard to the grounds on which the documents have been called for. He should obey the court's orders and should appear personally, or arrange for the appearance of another officer in the court concerned, with the documents, and act as indicated in paragraph 7 above, and produce the necessary affidavit if he claims privilege.

FORM OF AFFIDAVIT No. I.

IN THE COURT OF

Suit No. of 19 .

I, Secretary/Additional Secretary/Joint Secretary to the Government of India in the Ministry of , New Delhi, do hereby solemnly affirm and state as follows :—

A summons bearing No. , dated issued by the Court of in Suit No. of 19 (v.) has been received in the Ministry of on 19 , requiring production in the said Court on 19 of documents, stated below, I as the Head of the Department or Ministry of am in control of, and in charge of, its records. I have carefully considered the relevant documents and have come to the conclusion that they are unpublished official records relating to affairs of State and their disclosure will be prejudicial to public interest for the following reasons :

List of documents summoned.

I do not, therefore, give permission to anyone under section 123 of the Indian Evidence Act, 1872, to produce the said documents or to give any evidence derived therefrom.

Solemnly affirmed at New Delhi, etc., this day of 19 .

Secretary/Additional Secretary/Joint Secretary

in the Ministry of sworn before me.

FORM OF AFFIDAVIT No. II.

IN THE COURT OF

Suit No. of 19 .

I,* , do hereby solemnly affirm and state as follows :—

A summons bearing No. , dated issued by the Court of in Suit No. of 19 (v.) has been served on me on 19 requiring production in the said Court on 19 of the documents stated below. I have carefully considered them and have come to the conclusion that they contain communications made on official confidence and I consider that the public interest would suffer by their disclosure for the following reasons :

* Here insert the name, designation and address of the person making the affidavit.

List of documents summoned.

I, therefore, claim privilege under section 124 of the Indian Evidence Act, 1872.

Solemnly affirmed at New Delhi, etc., this day of 19 .

Secretary/Additional Secretary/Joint Secretary-

in the Minisitry of or in the department sworn before me.

CHAPTER XXX.

DISTRICT INTELLIGENCE BUREAUX.

District Intelligence Bureau—Organization.

G Os. 518, Pub. (Pol.), 26 Oct. 1934, and 1743, Home, 26 July 1943.

631. At the headquarters of each district, except the Nilgiris, a District Intelligence Bureau is located with a staff consisting normally of one Sub-Inspector and three head constables and one clerk. The Bureau is under the direct control of the Superintendent of Police and its primary duty is to collect, record and distribute information regarding important property crime and criminals, that is, criminals (and the crime they commit) whose operations extend beyond the limits of a Police station to which they belong. It is intended to be a "Central Criminal Information Bureau" for the district. The Bureau will not undertake the investigation of cases, the responsibility for which rests with local officers, but investigating officers make free use of it for getting information in a readily accessible and easily assimilable form. The Bureau will be of assistance to Gazetted Officers in controlling investigation and crime generally in the district. In important cases of organized crime an officer of the Bureau may be placed at the disposal of the local police in order to collect any particular information or make any special enquiry, but such officer will on no account take the investigation out of the hands of the local investigating officer.

Records to be maintained.

632. The records to be maintained in the Bureau are (1) diaries, (2) indexes, (3) photographs of criminals, (4) crime charts, (5) general subject files, (6) history of crime and (7) such other items as may be prescribed by special orders

from time to time. All entries in records, other than history of crime, if maintained, photographs and charts, will be typewritten.

Personal Records—History Sheets—Dossiers and Indexes and Signals.

633. (1) (*a*) Dossiers in Form 124 will be opened only for those criminals who operate in more than one circle and for others who on special grounds and with the Superintendent's approval, are selected by the Subdivisional Officers. These will be known as dossier criminals and will be given a D.C. (Dossier Criminal) number. All inter-district criminals on record in a District Intelligence Bureau must also be on record in the District Intelligence Bureau of each district in which they commit crime, and those who are dossier criminals will be given a serial D.C. number in each district, D.C. numbers of other districts being entered after such number for reference. G.Os. 1743, Home, 26 July 1943 and Ms. 173, Home, 16 Jan. 1950.

(*b*) History sheets dossiers need not necessarily be maintained for the life time of the criminal concerned but may be closed under the orders of the Superintendent if the criminal is (*a*) too old to commit crime or (*b*) unable from any disability or other reason to commit crime or (*c*) is shown beyond doubt to have reformed and abandoned his criminal life. An index of the names of the criminals whose history sheets have been so closed should be maintained and such names should be removed from this index only after death. History sheets dossiers of persons who have died shall be destroyed under the orders of the Superintendent.

(*c*) A history sheet will be maintained for every district criminal in the station in which he resides for at least such time as a history sheet dossier is retained for him in the District Intelligence Bureau.

Indexes.

(2) (*a*) The following are the indexes to be maintained for dossier criminals in the Bureau. They will be on the 'card system' and will be kept in cabinets of an approved type.

(*b*) The main indexes will be (i) name (alphabetical) index, (ii) *modus operandi* index, (iii) index of physical and criminal characteristics, (iv) property index and (v) general subject file index. Supplementary indexes for criminals in jail, out of view, wanted, etc., will be maintained by signals [vide item (vi) infra]; other supplementary indexes may also be opened to narrow down the field of enquiry or reference.

The exact nature and number of the indexes will vary with local conditions and should be decided by the Superintendent according to the requirements of the district.

Name Index.

(i) (*Alphabetical index*).—The cards for the name index will be maintained in three colours, white for criminals of the district, blue for criminals of border districts operating in the district, and pink for criminals from further afield. Inter-district criminals will be given appropriate coloured cards from the point of view of each district, e.g., a criminal of Salem district who also operates in Coimbatore district will have a white card in Salem and a blue one in Coimbatore, but the white card maintained in Salem will be given a green signal to indicate that the criminal is also registered in another district (*see* instructions under "Signals" infra). The cards have a line ¼ inch above the bottom edge. Below this line the name or alias of the criminal, followed by his father's name indicated by the prefix sign "s/o" should be typed. The card provides for the entry of various details for easy reference. A card should be opened for each alias that a criminal is known to assume.

Modus Operandi Index.

(ii) The cards for this index will be arranged in the alphabetical order of the different *modus operandi* and other characteristics in drawers assigned to the main heads of crime. The index heads will be plain language catch words corresponding to those in the crime classification list prescribed for indexing Part I—Station Crime History. The district criminal number, if any, and the station and sphere of operations will be entered against the name of each individual. The type of crime will be entered below the bottom line of the card. The names of the criminals addicted to the particular type should be entered on both sides of the card, three to four names on each side. Slips and signals will be used on the sides of the cards according to the instructions below.

Index of physical and criminal characteristics.

(iii) Index cards, which should be of the same type as for the *modus operandi* index, will be kept in respect of all criminals whose appearance, identification marks, habits or other characteristics can readily and usefully be classified. The class of physical and criminal characteristics will be typed below the bottom line of the card and the names of criminals having this peculiarity, with history sheet and sphere of operations reference, will be entered on both sides of the card as in the case of item (ii) above.

Property Index.

(iv) All identifiable property lost in cases published in the Weekly Crime and Occurrence Sheet, which is not recovered at the time of publication will be indexed. The case index card will be used for the property index.

General Subject File Index.

(v) A card index to the general subjects file (vide item No. 3 infra) will be maintained. A list of the subjects for which general files have been opened will be kept in alphabetical order. The first page of each general file will contain a list of its main contents.

Signals.

(vi) Slip-on signals indicating the particulars noted below will be attached to the bottom of name index cards and to the sides of *modus operandi* and physical peculiarity index cards :—

Blue ..	.. In jail.
Red ..	.. Out-of-view.
Two reds	.. Out-of-view and wanted.
Yellow	.. Inactive.
Green ..	.. Operates outside the district.
Orange	.. Active.

General Subject Files.

(3) Information of permanent value about important classes of crime and criminals will be maintained in general subjects files or folios. Material for these files will be got from Weekly Crime and Occurrence sheets, Case Diaries, special reports and from any other information obtained or records available. The subjects for which such files should normally be opened are criminal organizations, criminal areas, counterfeit coin and currency notes, bombs, smuggling of arms, poisoning, special classes of crime, etc. The actual number of such files will depend on the conditions existing in each district. The files should cover all subjects of importance affecting the criminal history of the district and should be carefully maintained and kept up to date.

Photographs.

(4) (*a*) All dossier criminals will be photographed. What are required are (1) the full face including the head and shoulders (2) the full length and (3) one profile, the one that has any particular mark characteristic, e.g., scar. The full length photo should be half-plate size and the remaining quarter plate. The full length photograph should be taken of the individual in the dress that he ordinarily wears when out of jail. Any marked

peculiarity which makes identification easy and which can be brought out in a photograph should be brought out in one or more of the positions detailed above or in another position specially taken for the purpose. The name and number of the Dossier Criminal should be written distinctly on the back of each photograph and nothing should appear by way of name or number on the face of the photograph. Photographs of Dossier Criminals should be dated and retaken every five years.

(*b*) Each set of photographs will be mounted on a sheet.

(*c*) For each criminal, two complete sets will be taken, one to be filed with the District Intelligence Bureau History Sheet Dossier and the other in a loose leaf file arranged in the alphabetical order of the criminals' names. An additional set will be taken and filed with the history sheet, if any, in the Police station. Extra unmounted copies will be kept in the envelopes affixed to the loose-leaf file sheets ready for distribution when occasion arises. Additional sets and unmounted copies will be got to the extent necessary for inter-district criminals, so that each District Intelligence Bureau concerned has enough.

(*d*) The negatives of all photographs should be retained in boxes in the District Intelligence Bureau indexed and further prints can be taken if necessary.

History of Crime.

(5) A list of cases against property known or reasonably believed to be the work of inter-station or inter-district habitual criminals in the order of their occurrence will be maintained in Form 122 or in general subject files. Separate registers will be maintained under the different heads of property crime and sub-indexed in the same way as Part I, Station Crime History. Time and space can be saved by posting in the appropriate register cuttings from Part I of Crime and Occurrence Sheet, with room below each cutting for briefly entering later information and disposal. Cuttings will not be pasted in the registers nor will entries be made in the records until the Bureau is satisfied that the cases are both true and important.

Crime Charts.

634. Crime charts will be maintained for such periods and for such methods of crime as the Superintendent may decide, the main object being that the chart should be of real practical value. Cases of other district stations bordering on the district should invariably be charted in the Bureau.

References from investigating officers—File of.

635. The Sub-Inspector in charge of the Bureau shall also keep a separate file showing references received from investigating officers asking for information in unlocated cases. The purpose of this file is to indicate how far investigating officers are seeking the help of the Bureau.

Attendance Register showing visits of Inspectors, etc.

636. The Sub-Inspector in charge of the Bureau shall maintain an attendance register which will show at a glance all visits by Inspectors and Sub-Inspectors to the Bureau and specify the purpose of their visits to the Bureau.

Collection of information.

637. Station-house Officers are responsible for furnishing the Bureau with information regarding crime and criminals.

Crime.

638. (1) Every case of crime against property which is known or believed to have been committed by habitual criminals and is not clearly the work of casuals, shall be reported under Police Standing Order No. 715 by Station-house Officers to the District Intelligence Bureau also or to the Superintendent of Police, if there is no Bureau. Immediately after the first investigation, if the case is still clearly not the work of casuals, a further report will be sent in Form No. 122 giving particulars of the *modus operandi*, distance and direction of the scene of the offence from the station, particulars of persons accused or suspected, etc., according to the headings in the form, together with a list of identifiable property lost and the description of such property.

(2) Report on the disposal of old cases will be sent in weekly in Form No. 126.

Criminals.

639. (1) The movements and activities of all dossier criminals should be promptly reported to the District Intelligence Bureau by the Station-house officer concerned.

(2) A report will be sent monthly to the District Intelligence Bureau of the doings and conduct of all dossier criminals. Where such dossier criminals are registered as dossier criminals in another district also, copies of these monthly reports should be sent to the district concerned. In the case of criminals concerning whom it is desirable to obtain more frequent reports the necessary special instructions will be issued by the District Intelligence Bureau.

(3) The names of persons known or suspected to be active habitual criminals who pass out of view and of any persons wanted by the police will be communicated to the Bureau for publication giving particulars in each case of the *modus operandi*, sphere of operations, names and addresses of relatives and associates and places likely to visit. The arrest of any such person should be similarly communicated noting particulars of the person arrested and the circumstances of the arrest.

Crime Intelligence.

640. (1) Any information about crime or criminals that is likely to further the activities of the Bureau or to be of value for the purposes for which the Bureau is intended, should be communicated to the Bureau as soon as it comes to notice.

(2) The Bureau will gather further information by enquiries in special directions by members of the staff, perusal of case diaries, Weekly Crime and Occurrence sheets of other districts, etc.

Dissemination of Intelligence.

641. (1) *Weekly Crime and Occurrence sheet.*—For the efficient and proper dissemination of information regarding crime and criminals a "Weekly Crime and Occurrence sheet" will be published by the Bureau in four parts and printed locally in each district.

(2) The sheet should be dated Thursday of each week and should embody information received up to Wednesday. The pages should be numbered consecutively for the whole year to facilitate reference.

(3) The sheet should be headed

Sheet No. 19

Full moon date / New moon date District Intelligence Bureau for week ending

(4) (*a*) Part I will open with a brief statement of the property crime under the different heads reported during the week. Details of the new cases of the week will follow in tabular form—

Station, Circle, Border district.

Crime No., Date of occurrence.

Modus Operandi—

Property lost.

Details.

(*b*) The names of frontier stations of the district should be printed in italics and below the circle name, the name of the bordering district (or districts), also in italics.

(*c*) The place of occurrence, village or street in a town and distance and direction of the scene of offence from the station must be given in each case. The *modus operandi* should be given in words.

(*d*) All cases against property which are known or believed to be the work of habitual criminals and which are not clearly the work of casuals should be reported. False and technical cases should not be reported.

(*e*) Cases should be entered datewar and not circlewar under the following heads :—

(1) Murder for gain.
(2) Dacoity and robbery.
(3) House-breaking and theft by night.
(4) House-breaking and theft by day.
(5) House thefts.
(6) Ordinary thefts.
(7) Cattle thefts.
(8) Cheating, etc.

(*f*) Lists of identifiable property should be published under each new case in Part I, and in Part II if the list refers to an old case.

(*g*) When a person concerned in any case is a Notified Offender, his district number should invariably be given.

(*h*) When persons suspected or known to have been implicated in a case are registered criminals of a station or District Criminals, the fact should be clearly stated.

(*i*) Instructions or comments on any case should be published in italics under the case concerned when they are of more than local importance ; otherwise the memorandum number should alone be noted. In any case the instruction or comment should be sent immediately to the officer concerned.

(5) (*a*) Part II will contain details of old cases and must be in the following form :—

Previous sheet number and page ——————
Station ——————
Crime number ——————
Section ——————
Remarks ——————
Disposal, etc. ——————

(b) Only cases of general interest should be mentioned in Part II. The disposal of notable cases and those committed by D.Cs. or persons from other districts should be mentioned, but not of cases of local importance only. The D.I.B. should send to the C.I.D. a weekly list of disposals of all cases published in Part I.

(6) Part III will deal with persons wanted and arrested, bad characters out of view, movements and activities of inter-district criminals, and notified offenders, etc.

(7) Part IV will deal with matters of a general nature and should be freely used for the purpose. Instructions to station house officers in regard to crime and criminals, notes on special features of individual cases or a series of cases, and any matters of general interest should be issued in this part. Particulars of unidentified dead bodies, stray cattle, lost property, missing children, etc., should also be published in this section.

(8) Antique type should be used wherever necessary in the sheet in order to emphasize important points, such as places likely to be visited by wanted persons, names of officers whose attention is to be directed to any particular entry, etc.

(9) In urgent cases, information should be communicated by the Bureau by direct reference. This is particularly necessary in the case of known or suspected movements of criminals beyond the district. The Bureau will also communicate promptly to the station-house officers or Circle Inspectors of the border stations of adjoining districts the slightest indication or possibility of any crime in the district being connected with crime or criminals beyond the border.

(10) The Weekly Crime and Occurrence sheet will be issued to all gazetted officers, Inspectors and station-house officers of the district, to the District Intelligence Bureau of bordering districts, the Central Intelligence Bureau of the C.I.D., the range Deputy Inspector-General and to such Inspectors and station-house officers of bordering districts as the Superintendent shall decide in consultation with, and with the approval of, the Deputy Inspectors-General concerned.

G.O. 1566, Home, 29 July 1936.

(11) Crime and Occurrence sheets of this State should be issued to such officers of bordering States as the Inspector-General may direct.

G.O. Ms. 626, Home, 27 Feb. 1945.

(12) An index of the Weekly Crime and Occurrence sheet will be maintained in loose leaf form in manuscript. It will be posted weekly from the current sheet, and filed with it.

Monthly Crime Review.

642. (1) In the beginning of each month a review of crime to accompany the monthly statement of crime for the previous month, sent under O.M.O. No. 269, should be prepared by the Bureau.

(2) The monthly review of crime is an important item of the work of the District Intelligence Bureau and it is essential that the Superintendent should give his close personal attention to it and see that it is properly prepared.

(3) The main objects of the monthly review are to give a brief but comprehensive account of the salient features of the crime of the month and to estimate the sources of undetected crime and indicate ways and means of dealing with it. The review should furnish a concise appreciation of the month's crime for the benefit of superior officers and directions and suggestions that are likely to be of value to the Police of the district and of neighbouring districts.

(4) For the review to be effective, a careful and methodical study of the month's crime is needed. All available data should be carefully examined and analysed and deductions drawn in the light of the information on record in the Bureau and of past experience.

(5) Fluctuations in the total, or under the different heads, of crime when marked, special outbreaks of crime, particularly noteworthy or unusual cases, marked activity of particular criminals or criminal organizations, are as specially affected, incidence of crime on gang routes, etc., are among the items that should receive attention. Local outbreaks of crime should be thoroughly examined and dealt with and the possibility of cases occurring in different areas forming a series and being connected should be carefully scrutinized.

(6) The Superintendent with the District Intelligence Bureau at his disposal and with his own knowledge and experience is in a position to produce a review that will be of practical value but this result can only be achieved by close personal interest and application.

(7) A chart showing the crime in the district for the month should be sent with the monthly statement of crime each month to the C.I.D.

(8) The monthly crime review should be published in the Weekly Crime and Occurrence sheet.

(9) At the end of the year a consolidated review of the year's crime should be prepared dealing with the salient features, the steps taken and the results achieved.

Duties of Circle Inspectors.

643. (1) When Weekly Crime and Occurrence sheets are received by the Circle Inspector from the District Intelligence Bureau, he should go through them carefully and see that any instructions contained therein are promptly carried out by the station-house officers concerned and should draw the attention of his station-house officers to any omissions in the reporting of cases.

(2) He should, at every station inspection, verify the list of criminals for whom history sheet dossiers are maintained in the District Intelligence Bureau and send to the Superintendent for approval and orders any suggestions for additions or alteration.

(3) He should by the 5th of each month send to the District Intelligence Bureau a review of the crime of his circle for the previous month.

(4) He should, when visiting the District Police Office, ascertain if his Sub-Inspectors are giving proper assistance to the District Intelligence Bureau and furnishing correct information.

Practical use of the Bureau.

644. (1) It should be clearly understood that the activities of the Bureau and the relations of the local police with it are in no way limited by the above instructions.

(2) The Bureau is intended to be practically useful and should be a mine of useful information ; its full scope cannot be regulated by hard and fast rules. It can operate only with the assistance of the local police and if the local police do not make proper use of it, its value is lost.

(3) Apart from the formal communication and dissemination of intelligence provided for above, there should be continuous contact between the Bureau and the local police of a more or less informal nature.

(4) If a station-house officer is in difficulties over crime of his station, he should not hesitate to refer to the Bureau for assistance and if he has any information that is likely to be of more than local or passing interest, he should communicate it to the Bureau where its value can be determined and suitable use made of it.

(5) The Bureau should make a special effort to furnish assistance when any call is made on it, and, under the guidance of the Superintendent should on its own initiative pass out promptly any information or suggestion that may be of practical assistance to a local police unit.

(6) Whenever a Sub-Inspector or Inspector is in head-quarters, he should visit the Bureau and exchange intelligence in such a manner that the visit is likely to be profitable to both.

(7) Cordial and mutual co-operation between the Bureau and local police officers is of primary importance if the Bureau is to fulfil its purpose as a central organization of material value for controlling the crime and criminals of the district.

The Police Crime Museum.

645. (i) The Police Crime Museum was originally attached to the Office of the Inspector-General of Police. In 1909 the Government ordered its transfer to Vellore, to be under the supervision and control of the Principal, Police Training College.

(ii) The museum contains several exhibits in various cases arranged into sections, as detailed below :—

Section	I	Counterfeit coining. Die struck.
,,	II	Counterfeit coining. Moulds.
,,	III	Counterfeit currency.
,,	IV	House-breaking implements.
,,	V	Theft.
,,	VI	Murder—Implements and other articles concerned in murder cases.
,,	VII	Cheating.
,,	VIII	Dacoity, rioting, etc.
,,	IX	Miscellaneous.
,,	X	Forgery.
,,	XI	Foot-prints.
,,	XII	Arms.
,,	XIII	Explosives.

(iii) The museum is used for illustrating to the cadets of the Police Training College, the methods of criminals adopted in the commission of crimes, and is in charge of the Assistant Law Instructor who imparts instruction in Scientific Aids to criminal investigation.

(iv) With a view to enlarging the scope of the museum and its utility and also to make it as complete as possible, Superintendents of Police should send to the museum all articles of educative value. Articles which have no specific value, but are concerned only in some remarkably

heinous or important crimes need not be sent. Sets of coining instruments or particular tools or weapons or modes of dress which are peculiar to certain specified classes of criminals and any record of notable forgeries or other swindles, are always welcome additions to the museum. A short note of explanation should accompany each exhibit sent to the museum.

(v) The articles sent to the museum are classified as follows :—

I Fire-arms.

II Other weapons.

III Gaming instruments.

IV House-breaking implements.

V Exhibits and photographs of foot-prints, finger-prints, clothes, threads, fibres, seals, forged documents, coins and currency notes.

VI Exhibits in cheating cases.

VII Photographs of the scenes of crimes.

VIII Photographs of particular types of criminals.

G.O. Ms. 2140, Home, 23 Apr. 1938.

(vi) The Government have directed that all types of fire-arms, particularly of unusual types and hand-made weapons used in the commission of crimes should be handed over to the Police Department by the courts on requisition to the District Magistrates.

G.Os. Ms. 3660, Home, 30 Aug. 1941, Ms. 4925, Home, 10 Nov. 1941.

(vii) Sessions Judges are required to transfer weapons of unusual character such as aruvals, velsticks and knives which are marked in courts in crimes of violence to the medico-legal museum in the Madras Medical College, in consultation with the Professor of Medical Jurisprudence. They should however consult the Principal, Police Training College, Vellore, before disposing of weapons concerned in criminal cases.

Addition of exhibits.

(viii) (1) Deputy Inspectors-General of Police should select from their districts, material objects and exhibits of educative value relating to at least one case each half year as indicated below and arrange to send them to the Principal, Police Training College, Vellore, for exhibition in the museum :—

Deputy Inspector-General of Police Southern Range : First half year, to be sent before the end of April.

Deputy Inspector-General of Police, Western Range: Second half year, to be sent before the end of October.

(2) The Deputy Inspector-General of Police, Railways and C.I.D., Madras, and the Commissioner of Police, Madras, should each select exhibits from at least one case in the year before the end of July and November respectively.

(3) The Deputy Inspector-General of Police, Railways and C.I.D., Madras, will see that the order is carried out and send an annual report to reach the Inspector-General of Police in December.

CHAPTER XXXI.

ARREST AND CUSTODY.

Discretion as to arrest in cognizable cases.

***646.** A Police officer has discretion whether, or not, to arrest a person of his own motion, in a cognizable case, and, in instances where the position of the accused person and the nature of the charge against him render his arrest without warrant an unjustifiable hardship, application should be made to the Magistrate to issue a process for his appearance.

G.O. 1782, Judl., 30 Aug. 1876, and paragraph 155 of the Police Commission Report.

647. Part III of the Constitution of India contains certain Fundamental Rights which are guaranteed to the citizens. Article 22 of the Constitution relating to the protection of a person against arrest and detention is reproduced below :—

" 22. (1) No person who is arrested shall be detained in custody without being informed, as soon as may be, of the grounds for such arrest nor shall he be denied the right to consult, and to be defended by a legal practitioner of his choice.

(2) Every person who is arrested and detained in custody shall be produced before the nearest magistrate within a period of twenty-four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of the magistrate and no such person shall be detained in custody beyond the said period without the authority of a magistrate.

(3) Nothing in clauses (1) and (2) shall apply—

(a) to any person who for the time being is an enemy alien ; or

(b) to any person who is arrested or detained under any law providing for preventive detention.

(4) No law providing for preventive detention shall authorize the detention of a person for a longer period than three months unless—

(a) an Advisory Board consisting of persons who are, or have been, or are qualified to be appointed as, Judges of a High Court has reported before the expiration of the said period of three months that there is in its opinion sufficient cause for such detention :

Provided that nothing in this sub-clause shall authorize the detention of any person beyond the maximum period prescribed by any law made by Parliament under clause (b) of clause (7) ; or

(b) such person is detained in accordance with the provisions of any law made by Parliament under sub-clauses (a) and (b) of clause (7).

(5) When any person is detained in pursuance of an order made under any law providing for preventive detention, the authority making the order shall, as soon as may be, communicate to such person the grounds on which the order has been made and shall afford him the earliest opportunity of making a representation against the order.

(6) Nothing in clause (5) shall require the authority making any such order as is referred to in that clause to disclose facts which such authority considers to be against the public interest to disclose.

(7) Parliament may by law prescribe—

(a) the circumstances under which, and the class or classes of cases in which a person may be detained for a period longer than three months under any law providing for preventive detention without obtaining the opinion of an Advisory Board in accordance with the provisions of sub-clause (a) of clause (4);

(b) the maximum period for which any person may in any class or classes of cases be detained under any law providing for preventive detention; and

(c) the procedure to be followed by an Advisory Board in an inquiry under sub-clause (a) of clause (4)."

Informal arrest.

648. Informal arrest of an accused person and compelling him to remain in attendance are forbidden. If the presence of a suspected person is secured, he shall be formally arrested and, if not kept in custody, released on bail. This order does not preclude the quiet watching of a suspected person, who is allowed his full liberty. G.Os. 903, Judl., 23 May 1889, and 332 Judl., 20 Feb. 1906.

Arrest in nuisance cases.

649. When it is practicable to follow the procedure laid down in section 57 of the Criminal Procedure Code, persons accused of offences under the Towns Nuisances Act, 1889 (Madras Act III of 1889), need not necessarily be arrested. G.Os. 1177, Judl., 4 Sep. 1882 and 332 Judl., 20 Feb. 1906.

Arrest in nuisance cases in places where there are only outposts.

650. A person who is arrested under the Towns Nuisances Act, 1889 (Madras Act III of 1889), without a warrant and has not been released on bail can be produced before a stipendiary or Special Magistrate or the Chairman of a Bench, if specially empowered, for being enlarged on bail. Officers in charge of outposts should take the accused persons to the Magistrate in stations where there is one, for being enlarged on bail instead of to the police station and should submit complaints direct to the Magistrate. G.O. Ms. 768, Home, 1 March 1948.

A head constable in charge of an outpost can without the intervention of the officer-in-charge of a Police station, take cognizance of offences under the Towns Nuisances Act, nuisances sections of the Indian Railways Act, viz., sections 108, 118, 119, 120, 122 and 123 and also such of the offences under the various enactments contained in the Madras Road Traffic Code, 1940, as can be legally taken cognizance of by a head constable. A stipendiary or Special Magistrate or the Chairman of a bench, if specially empowered can take cognizance of such offences on report by a head constable in-charge of an outpost. This report need not be a charge-sheet. G.O. Ms. 265', Home, 19 Aug. 1953.

Arrests of Railway Officials.

651. It is incumbent upon the officers of a Railway Administration, to relieve from duty any railway employee whose arrest is required. If, in any case, the duty upon which the person to be arrested happens to be engaged, is such that his immediate arrest would cause risk or inconvenience, the Police should make all arrangements necessary to prevent his escape and apply to the proper quarter to have him relieved. The fact of the arrest of a railway employee, when off duty, G.O. 1601, Judl., 6 July

or when not engaged in a duty which renders his immediate arrest undesirable, should be reported at once to the local head of the department to which he belongs.

G.O. Ms. 4080, Home, 20 Oct. 1951.

652. Arrest of employees of ordnance factories owned or sponsored by the Government should be notified immediately to the Superintendent / officer in-charge of the factories concerned.

Arrest of Central and State Government Servants and Village Officers by Police.

G.O. Ms. 4480, Home, 15 Dec. 1952.

G.O. Ms. 1987, Home, 3 July 1954.

653. When a Central Government servant of any department or a State Government Servant or a Village Officer is arrested or removed by the police it is desirable whenever practicable to send prior intimation of the arrest of such an officer to his immediate superior officer or the officer in-charge of the installation or department. This intimation must be treated as secret.

(*a*) Intimation of arrest should be sent to his immediate superior officer concerned, if in any case, prior warning cannot be given; and

(*b*) this should be followed by a more detailed report of the offence committed together with an indication as to whether the arrested person is being released on bail or bond by the police.

It is also desirable that wherever it is practicable to send prior intimation of the arrest of such an officer, such intimation may be sent to his immediate superior officer or the officer in-charge of the installation or Department. This intimation must be treated as secret.

Arrest of employees of Foreign Consulates.

G.O. 157, Pub. (Pol.) 20 Dec. 1929.

***654.** In the event of the arrest of an employee of a Foreign Consulate, intimation should immediately be given to the Consular Officer concerned.

Arrest of soldiers.

G.O. 1518, Judl., 17 Aug. 1874.

***655.** The fact of the arrest of a soldier on a charge of committing an offence should be communicated to his Commanding Officer as soon as possible.

Arrest of Indian Army Reservists.

G.O. 1207, Pub. (Military), 24 July 1925.

***656.** When a reservist of the Indian Army is arrested and remanded on a criminal charge, the facts of arrest and remand will be at once reported to the Inspector-General, with information as to the military unit to which the man arrested

belongs. When the case is over its result and in the event of conviction the period spent in jail by the accused while under trial prior to conviction and the sentence awarded will be reported. The information so reported will be communicated by the Inspector-General to the appropriate Military authority.

Cases of escape from Borstal or Certified Schools—Apprehension and prosecution.

657. When any inmate of a Borstal or Certified School who had escaped therefrom is arrested, the station-house officer of the police station within the limits of which the inmate is arrested shall be held responsible for returning the inmate forthwith to the institution from which he or she escaped. A prosecution shall not be launched against an inmate for escaping from a Borstal or Certified School except with the Collector's (ex officio Additional District Magistrate) concurrence. In the case of persons who have escaped from Certified Schools, sanction to prosecute will only be accorded in aggravating circumstances of a serious nature. While the necessity for giving full consideration to the question of prosecuting an inmate who has escaped from a Borstal School is the same as in the case of pupils escaping from Certified Schools, the age, character and conduct of the inmate should always be taken into account and will be the deciding factors. Necessary particulars must therefore be furnished when an application is made for the prosecution of an inmate. G.O. Ms. 3253, Home, 14 June 1939.

Deserters from foreign men-of-war.

658. Deserters from foreign men-of-war cannot be apprehended and delivered up to the foreign Government concerned, and no assistance should be given by the Police for their recovery. In respect, however, of foreign sailors of ships of war merely outstaying their leave, the case is different, and there is no objection to the Police making inquiries with a view to the discovery of missing men and to reporting the result to the captains of the vessels concerned; but assistance of an active kind cannot be afforded and no force whatever should be used to make the men return to their ships. G.Os. 601, Judl., 28 Apr. 1900, and 638, Judl., 3 May 1900.

Place of confinement.

659. When a person is arrested, he shall be taken at once to the nearest police station. If it is necessary to detain him in a village, he should, if possible, be secured in the village chavadi or choultry and not kept in a private house.

Ill-treatment by the Police.

Govt. Memo. No. 9277-A-3 Judl., 31 Aug. 1911.

660. Directly as accused person is placed under arrest, the investigating Police officer shall, as the first step in the police investigation, ask him whether he has any complaint to make of ill-treatment by the Police and shall enter in the case diary the question and answer. If an allegation of ill-treatment is made, the investigating officer shall there and then examine the prisoner's body, if the prisoner consents, to see if there are any marks of ill-treatment and shall record the result of his examination. If the prisoner refuses to allow his body to be examined, the refusal and the reasons therefor shall be recorded. If the investigating officer finds that there is reason to believe the allegation of ill-treatment, he shall at once so far suspend the investigation on which the prisoner has been arrested as to forward the prisoner with his complaint, the record of corporal examination, any other evidence available, and, if possible, the Police officers implicated by the prisoner's complaint to the nearest Magistrate having jurisdiction to enquire into the case.

Search of prisoner.

G.Os. 126, Pub. (Pol.), 6 Mar. 1935, and Ms. 4916, Home, 19 Nov. 1950.

661. Prisoners, who are not liberated on bail, shall be searched, as soon as brought to the station, and all property found on their persons, except necessary wearing apparel, shall be sent to the Magistrate with Form No. 95. The removal of a sacred thread, tali, wedding ring or the lingam worn by lingayats from the person of a prisoner is prohibited. A list of the property, omitting the wearing apparel retained by the prisoner, shall be entered in the Search Register (Form No. 94) which shall be signed by the senior Police Officer, the station writer and the prisoner.

G.O. Ms. 2309, Home, 13 Aug. 1956.

The search should be made at every Police Station *en-route*, where the prisoners are temporarily locked up, and entries made in the Prisoner's Search Register in addition to the General Diary and Sentry Relief Book of those Stations.

Prisoners in Police custody.

662. (1) (*a*) A prisoner in police custody shall not be permitted to leave the lock-up after nightfall, except in special and emergent circumstances, which shall be recorded in the General Diary. A prisoner in police custody prior to remand is entitled to see a pleader and his relations.

G.O. Ms. 4148, Home, 18 Oct. 1949.

(*b*) Whenever any punitive action is taken or contemplated against a European or any foreigner, he should be provided with facilities, if he so desires, to communicate over the telephone or by telegram or letter, with his Consul or High Commissioner or his representative, as the case may be.

(2) (a) He should not at any time be allowed to talk to members of the public. For clause 2(a) vide correction slip

(3) (*a*) Dhurries and blankets are supplied for the use of prisoners in police lock-ups according to the scale noted below :—

All police lock-ups—Two dhurries each.
Police lock-ups in stations where the police staff are supplied with blankets—Two blankets each.

These articles will be treated as station property and the officer in-charge of the station or outpost concerned will be responsible for their issue to such of the prisoners who do not provide themselves with their own bedding.

(*b*) The police lock-up if it contains a prisoner or prisoners shall be unlocked at day-break. The bedding of the prisoners shall be at once brought outside, well shaken and, if it is fine, left for some hours in the sun. G.O. 3017, Home, 2 Aug. 1937.

(*c*) The night vessels shall be removed and the lock-up thoroughly cleaned.

(*d*) The prisoners shall be taken to the latrine and shall be allowed to wash. They shall be fed daily at 10 a.m., or earlier if necessary, in time to be taken to court after meals, and again at 5 p.m. If prisoners are not brought to the station till after the hours prescribed for meals they should be fed as soon as possible after they are confined.

(*e*) Officers in charge of police stations and officers in charge of guards will be held personally responsible for seeing that these orders are carried out.

Treatment of prisoners.

663. Prisoners are not to be subjected to needless indignity or harsh treatment. At district headquarters, prisoners should be conveyed from jail to court and back in a police van, where such has been provided. Prisoners whose confessions are to be recorded should be taken to the court from the jail in a police van, when available, escorted by warders as a special case. In places where there are no police vans but where motor bus is available, under-trial prisoners should be conveyed by motor bus, irrespective of the distance to be travelled, provided that a number of prisoners to be taken at a time is small and can be controlled easily, and provided also that their presence in the bus does not cause inconvenience or annoyance to members of the public using it. In places where none of the above modes of conveyance is available, under-trial prisoners who are persons of good social position and are accustomed to use a conveyance may be allowed a

G.Os. 454, Pub. (Pol.), 19 Aug. 1930, 1917, Law (General), 11 May 1932 and 5394, Home, 13 Oct. 1939.

conveyance provided their safe custody is not endangered. The same rule should be followed in the case of prisoners who are certified by the Medical Officer to be physically unfit to walk. In other cases prisoners should go on foot except in the cases noted below. No prisoner should however, be compelled to march on foot more than fifteen miles in 24 hours.

G.O. Ms. 2768, Home, 27 June 1940.

Exceptions.—(1) When convicted prisoners are escorted along with under-trial prisoners the former may be conveyed by the motor bus in which the latter are conveyed, irrespective of the distance to be travelled, in order to avoid the inconvenience and expense of providing a separate escort for them.

(2) Whenever women prisoners have to be escorted by road, they should be provided with a conveyance, where the distance to be traversed by them exceeds one mile. Conveyances may also be provided for shorter distances in cases in which, for reasons of health or custom, or other valid reason, failure to make such provision would cause undue hardship to them.

Classification of under-trial prisoners in jails into 'habituals' or 'casuals.'

G.O. 464, Pub. (Pol.), 19 Aug. 1930.

664. (1) There will be two classes of under-trial prisoners, classified according to their previous standards of living. During the period prior to the production of a prisoner before a competent court, the classifying authority will be the officer in charge of a police station.

G.O. 1099, Judl., 10 Aug. 1908.

(2) Under rules 216 and 217 of the Madras Jail Manual, it is primarily the duty of the convicting court to classify a convict as a "habitual" or "casual". Government have directed that the classification adopted by the Court shall be noted by it on the warrant of commitment of each prisoner.

(3) Station-house officers and Inspectors should invariably offer all assistance to a court, if required, to enable it to come to a correct decision regarding a convict's classification, and they will note in the diary reporting the conviction of every case what classification the court adopted. Should they be of opinion that the classification is wrong, they should state the fact and give their reasons to enable the Superintendent to make such representation to the Court as he considers necessary.

Police to give information whether an under-trial prisoner is a first offender.

665. Under-trial prisoners who have been in jail before should be segregated from those committed to jail for the first time. To enable the Jail Superintendents concerned to arrange this segregation the Station House Officer sending a prisoner for remand shall enter in the passport of the escorting constables whether the prisoner has been convicted before or, if such information is not available, he shall state so.

Police Standing Orders, Volume I, Order No. 666.

Add the following as Clause (6) of the order :—

" (6) Whenever under trial prisoners, etc., led by escort Police Constables are taken to latrines, the Police Constables should secure the prisoners with leading chains and keep guard outside holding the handle of the leading chain thus preventing the possibility of escape by the prisoners ".

(G.O. Ms. No. 1513, Home, dated 13th May 1964.)
(Rc. No. 10144/C2/64.)

Use of handcuffs.

666. (1) When an accused is in Court during the trial he must be held to be in the custody of the Court. If an accused is so dangerous that it is necessary to handcuff him, a representation should be made to the Court, and the Court will issue proper instructions in the matter. Under these circumstances, accused persons while in Court during trial should not be handcuffed except with the permission of the Court. G.O. Ms. 1832, Home, 10 May 1951.

(2) Under-trial prisoners, while being escorted to and from Court, shall not be handcuffed and chained unless there is a reasonable expectation, either from the heinous nature of the crimes with which they are charged or from their character or behaviour, that such persons will use violence or will attempt to escape or that an attempt will be made to rescue them. The same principle shall be applied to convicts proceeding in public places in police custody. The decision as to whether handcuffs and chains should be used or not will ordinarily lie with the station-house officer or in his absence, with the officer next below him in seniority. As far as possible, the police escort shall in each case be sufficiently strong to prevent such persons from escaping or giving undue trouble. G.O. 330, Pub. (Pol.), 12 June 1930.

(3) Whenever accused, but unconvicted, persons are handcuffed, the fact and the reasons for it shall be stated in the station-house General Diary. G.O. 615, Judl., 28 Apr. 1908.

(4) Whenever it is considered necessary to handcuff accused, but unconvicted, prisoners confined in a sub-jail when taken out in the precincts of the sub-jail for food and exercise, the orders of the Superintendent of the sub-jail should be obtained in a register in Form No. 96 to be kept by the officer in charge of every sub-jail guard. G.Os. 615, Judl., 28 Apr. 1908, 1633, Judl., 26 June 1916, and 522, Judl. 31 Aug. 1929.

(5) In regard to refractory, violent or dangerous prisoners the officer in charge of the sub-jail guard or the senior Police Officer present may impose handcuffs in cases where the orders of the Superintendent of the sub-jail cannot be obtained in time to avoid risk, provided that the fact shall be reported to the Superintendent at once.

(6) For clause 6 vide correction slips

Sick prisoners.

667. (1) When a prisoner arrives at a police station seriously ill, medical aid should be called in, if available. When not available, the prisoner should be sent by the quickest conveyance available, if his condition admits of it, to the nearest station on the line of march where medical assistance can be procured.

(2) Prisoners attacked by cholera in a police station should be removed from the lock-up and placed in an airy part of the station and all possible treatment applied.

Scale of accommodation for prisoners.

G.Os. 1672, Judl., 11 July 1916 and 325, Home (Judl.), 9 Feb. 1918.

*668. The maximum number of prisoners that can be confined in a lock-up should, in each case, be fixed by the Superintendent in consultation with the Executive Engineer, having regard to the accommodation available therein. A notice in English and in the regional language should be hung up outside the lock-up, showing the maximum number of male or female prisoners who may be confined in it. The number so fixed shall never be exceeded ; any excess over the authorised number shall be accommodated in any convenient building under an adequate guard.

Public Works Department Circular Memorandum 3266-G, 19 May 1917.

NOTE.—For purposes of the above order, 500 cubic feet of breathing space and 40 square feet of ground space should be taken as the minimum requirement for each prisoner to be accommodated in a police lock-up except on the Nilgiris where the minimum scale shall be 375 cubic feet of breathing space and 30 square feet of ground space.

Confinement in lock-ups of Customs, and Central Excises and Salt cases prisoners.

*669. (1) When a prisoner escorted by officers of the Customs or Central Excises and Salt Departments is brought for confinement in a Police lock-up, the responsible Police Officer, shall, in the event of there being no prisoner in the lock-up, hand the key over to the Customs, or Central Excises and Salt Officers in charge of the escort and the officers of these departments will be responsible for the prisoner's safe custody.

(2) When other prisoners are in the lock-up, the Customs or the Central Excises and Salt case prisoner shall be confined with them and the Police in charge of the lock-up will be responsible for the prisoner's safe custody.

(3) In all circumstances, the duty of supplying the prisoner with food and guarding him, when outside the lock-up, shall lie with the Customs or Central Excises and Salt Officers.

Remand of accused to police custody.

G.O. 842, Home (Judl.), 24 Apr. 1917.

670. Government have issued the following rules for the guidance of Magistrates in regard to the remand of accused to police custody :—

(1) **Magistrates shall not grant remands of accused to police custody unless they are fully satisfied that there is good ground for doing so and will not accept a general statement made by the investigating or other police officer to the effect that the accused may be able to give further information. Where the object of a remand is the verification of an**

accused's statement, he should whenever possible, be remanded to the charge of a magistrate, and the period of remand should be as short as possible.

(2) When application for remand is made to a magistrate of a class lower than the second class, the magistrate shall direct the Police to go to a magistrate of a higher class.

(3) An accused who has been produced before a magistrate for the purpose of making a confession and who has declined to make it or has made a statement which, from the point of view of the prosecution, is unsatisfactory, shall not be remanded to police custody. If he is remanded to other custody, the investigating Police Officers shall not, except in the presence of the Magistrate, be allowed either to see him again or to any further communication with him.

(4) It is the duty of magistrates, who remand accused persons to custody other than that of the Police and of magistrates in executive charge of sub-jails to which accused persons are remanded, to guard with the greatest care against the possibility of the Police interfering with them or subjecting them to any undue influence.

(5) A prisoner should not be removed from one place of confinement to another for the purpose of procuring his identification. The attendance of any person believed to be cognizant of the prisoner's identity should be secured.

Photographing of under-trial prisoners.

***671.** The photographing of under-trial prisoners is absolutely forbidden. G.O. 633, Judl., 25 Apr. 1912.

671-A. Intimation to District Probation Officers of re-arrest of probationers. G.O. Ms. 3520 Home, 19 Nov. 1956.

Whenever a probationer is re-arrested or charge-sheeted for a fresh offence, or when an ex-probationer is convicted for a subsequent offence, the District Probation Officer of the jurisdiction should be immediately informed.

CHAPTER XXXII.

EXTRADITION.

Assistance of the local Police to be enlisted.

672. When a person accused of a grave offence in the territory of India is residing or takes refuge in foreign possessions in or adjoining India, it will frequently be advantageous for a Police Officer to be sent to the local superior officer of Police, to inform him of the circumstances, with a view to the offender being watched until the necessary formalities have been complied with.

Extradition between Madras and other States in India.

Memorandum No. 48255, Police-IV/51-2, Home, dated 6 Apr. 1951.

673. The Code of Criminal Procedure (Amendment) Act, 1951 (Central Act I of 1951) has come into force with effect from 1st April 1951. Consequently extradition proceedings between the Madras State and any of the States to which the Code of Criminal Procedure as amended by the Code of Criminal Procedure (Amendment) Act, 1951, applies (that is all Part B States except Jammu and Kashmir) will not be necessary as warrants of arrest issued by a Magistrate under the Code may be executed in any place to which the Code extends. Although the Code has been amended, the extradition laws of India continue unamended in all the States and so they have to be resorted to for extradition to States outside India.

India and Pakistan.

G.O. Ms. 118, Home 10 Jan. 1952.

674. No satisfactory arrangements regarding extradition of fugitive offenders from Pakistan to India and *vice versa* has been entered into with Pakistan for the present. In the absence of any valid agreement on the subject between India and Pakistan no effect should be given to any request received from Pakistan for extradition of an offender from India. As regards offenders in India, every care should be taken to see that they do not escape to Pakistan as otherwise it will not be possible to have them extradited from Pakistan to India.

Portuguese Territory.

Paragraph 26 of the Extradition Manual.

675. The Portuguese authorities at Goa will surrender a fugitive criminal who is not a Portuguese subject, on application from the Government, who have to be moved to apply, by the District Magistrate. The application should contain a brief statement of the facts of the case and be accompanied by copies of informations or depositions establishing *prima facie* the guilt of the fugitive.

Ceylon and other Colonies.

G.O. 2538, Judl., 8 December 1913.

676. (1) The extradition of offenders from Ceylon, Hong Kong, the Straits Settlements, the Federated Malay States, Johore, Kedah and Perlis, Kelantan, Trengannu, Brunei, North Borneo and Sarawak is governed by the Fugitive Offenders Act, 1881.

(2) The following procedure must be strictly followed; otherwise applications for rendition are liable to be rejected by the Colonial authorities :—

(i) The police must specially move the First-class Magistrate having jurisdiction (Presidency Magistrate in Madras City) to take action under the Fugitive Offenders Act and must produce evidence before him to establish a *prima facie* case.

(ii) A warrant must be obtained from the Magistrate in the form prescribed in section 75 of the Criminal Procedure Code, and the warrant must bear the countersignature of the District Magistrate (or Chief Presidency Magistrate) obtained by the Magistrate. The warrant should recite the essential particulars of the offence complained of and the section of the Indian Penal Code or other law under which it is punishable, and should state that the offence is within the cognizance and jurisdiction of the Court applying for extradition. The warrant should be addressed to the Polce Officer who is to take it to the colony for execution. It should be signed by the presiding officer of the Court and should be clearly impressed with the seal of the Court.

(iii) The Police Officer who is to take the warrant must take with him true copies of the records of the proceedings on which the warrant is issued; he must be in a position to swear, if necessary, that those copies are true copies and that the seal and signature on the warrant are those of the Court issuing it. If he himself is unable to identify the accused he must take with him some one who can.

(iv) On arrival in the colony, the Police Officer will place himself first of all in communication with the local police authorities in order that the endorsement of the Magistrate having jurisdiction may be obtained to the warrant. Until this has been obtained, no steps should be taken to execute the warrant.

Telegraphic Demand to Ceylon for provisional arrest.

677. (1) In all telegrams requesting the provisional arrest of fugitive offenders in Ceylon, Superintendents should invariably furnish the following information in addition to the name and personal description :—

(*a*) whether a warrant has been issued;
(*b*) name of the Court issuing the warrant;
(*c*) nature of the offence;
(*d*) whether extradition will be demanded or not.

(2) In order to keep a proper check over the movements of constables sent from Ceylon to India or *vice versa* extradition warrants to effect the arrest of absconding offenders, the

following reciprocal arrangement, arrived at by the Inspectors-General of Police, Ceylon and Madras, should be followed :—

G.O. 107, Pub. (Pol.), 6 Mar. 1936.

(i) When a Police Officer is sent on special duty from $\frac{\text{Ceylon}}{\text{Madras}}$ to $\frac{\text{Madras}}{\text{Ceylon}}$ he should be ordered to report himself to the $\frac{\text{Superintendent of Police of the district concerned.}}{\text{Inspector-General of Police, Ceylon, whose office is in the Fort Colombo, within the sight of Landing Jetty next to the Grand Oriental Hostel.}}$

(ii) The officer to whom the report is made will sign the Police Officer's passport, ascertain on what duty he has come and order him to report himself to the appropriate Inspector or other officer, if necessary, giving him such assistance as is needed.

(iii) Such Inspector or other officer will supervise the $\frac{\text{Ceylon}}{\text{Madras}}$ Police Officer as he would his own men, and will see that he carries out his work with due expedition and returns to the office of the $\frac{\text{Superintendent of Police of the district.}}{\text{Inspector General of Police, Ceylon.}}$

(iv) Before leaving the Inspector's or other officer's district, the officer on special duty will present his bill for actual travelling expenses to the Inspector or other officer for scrutiny. This officer will report upon the necessity for the actual charges and their correctness. The officer on special duty will then return to the $\frac{\text{Superintendent's office}}{\text{Inspector-General's office}}$ and present this bill in the Audit Department where it will be finally scrutinized and passed for the correct amount.

(v) The officer's passport must be signed every day by an officer not below the rank of an officer in charge of a station.

Summons to a Colony.

Section 15 of the Fugitive Offenders Act, G.O 1531, Judl., 24 Nov. 1909.

678. Under section 15 of the Fugitive Offenders Act, 1881, a summons to a witness in Ceylon and the other colonies issued by a criminal Court in this State must be endorsed by a Colonial Magistrate and the witness should be paid, or tendered, a reasonable sum of money for his expenses.

Arrest under Criminal Procedure Code, section 54 (1) (7)—Extradition from India.

679. (1) Powers of arrest of criminals who enter Indian territory after committing certain offences, are conferred by section 54 (1), clause (7), of the Criminal Procedure Code.

(2) The surrender from India of fugitive criminals is governed by the Indian Extradition Act, 1903 (Act XV of 1903).

CHAPTER XXXIII.

BAIL BY THE POLICE AND REMAND.

Bail in non-bailable cases.

* **680**. Attention is drawn to the provisions of section 497, Criminal Procedure Code. Persons accused of non-bailable offences should be enlarged on bail by the station-house officer, if they come within the scope of the section. G.O. 332, Judl., 20 Feb. 1906.

Station-house Officer alone can grant bail.

* **681**. The station-house officer alone is empowered to grant bail under sections 496 and 497 of the Criminal Procedure Code, but an investigating officer may send a person to him with a recommendation to be released on bail. A station-house officer or the investigating officer is empowered to release an accused person under section 169, Criminal Procedure Code.

Bailable Warrants—Production for remand.

*__682__. A person arrested under a bailable warrant should not be compelled to come to the police station to give bail. The officer executing the warrant should take the necessary bail bond form with him and take bail, where offered, and release the warrantee.

Sunday not excluded under section 61, Criminal Procedure Code.

* **683**. Sundays are not excluded from the time-limit allowed under section 61 of the Criminal Procedure Code for the production of prisoners before a Magistrate.

CHAPTER XXXIV.

FINAL REPORTS, PROSECUTION FOR FALSE COMPLAINTS, WITHDRAWAL OF CASES, APPEAL AGAINST ACQUITTAL, CRIMINAL APPEALS, ETC.

Final Reports.

684. The final report (Form No. 99) is the report prescribed by section 173 of the Criminal Procedure Code to be sent to the Magistrate having jurisdiction. This form will be used both for referring cases as false and reporting them as undetectable.

Reporting on false cases—Instructions.

685. Cases must not be reported as false unless clearly so. Mere probability will not suffice. Delay in referring cases as false must be particularly avoided, and cases, in which there has been serious delay, must be returned as undetectable, unless fresh facts are elicited demonstrating them to be false.

Notice to complainant.

G.O. 446, Judl. (Pol.) 26 Aug. 1924 and G.O. 2166, Home, 6 July 1953.

686. In cases disposed of under sections 175 and 157 (*b*) Criminal Procedure Code, including cases charged, the Police have to serve a notice in Form No. 100, on the complainant or informant and forward the duplicate duly endorsed with the final report to the concerned Magistrate, or Commissioner of Police, Madras. Where the complainant or informant is not directly concerned with a case, notice may be served on the next of kin or a very close relative of the deceased, if known and if not known, pasted on the Police Station Notice Board for a period of 30 days. In cases in which investigation is refused, the duplicate notice will be attached to the First Information Report sent to Court.

G.O. 2251, Judl., 28 Dec. 1882.

Final reports to be sent through Circle Inspector.

687. Final reports have to be sent through the Circle Inspector, who is bound to forward them to the Magistrate without delay, noting upon them any orders issued to the station-house officer and any remarks that he may have to offer. The Inspector may order the station-house officer to make further inquiry or do so himself.

Prosecution of complainant.

688. When the investigating officer reports a case as wilfully or malaciously false, he shall state in the final report whether he intends proceeding against the complainant or not, and in the latter event will give his reasons for not doing so.

Sanction to initiate proceedings under section 182 or 211, Indian Penal Code.

689. Prosecutions under section 182 or 211 of the Indian Penal Code should not be initiated without the orders of the Superintendent or Subdivisional Police Officer.

Prosecution of Government servants.

G.O. Ms. 2164, Home, 11 May 1950.

690. (1) The Police should obtain the prior concurrence of the Collector in the mufassal and that of the head of the department to which the Government servant belongs in Madras City before charge-sheeting any Government servant for offences alleged to have been committed by him during the discharge of his official duties.

(2) Collectors and heads of departments in Madras City should send their replies to the Police within ten days of the receipt of such proposal from the Police. In the event of difference of opinion between the Police on the one hand and a Collector or the head of a department in Madras City on the other, the Police should obtain the orders of the Government in the matter.

(3) This order does not apply to cases of Police Subordinates prosecuted under the Madras District Police Act, 1859 (XXIV of 1859), nor to the prosecution of Government servants not under the control of the State Government.

NOTE.—The Collector to whom the report is to be sent is the Collector of the district in which the prosecution is to be launched.

Complaint under section 195, Criminal Procedure Code.

691. No prosecution for an offence punishable under section 211, Indian Penal Code, shall be launched, when such offence is alleged to have been committed in, or in relation to, any proceeding in any Court, except on the complaint in writing of such Court or some other Court to which such court is subordinate.

Hence a complaint in writing of such court is necessary on the following occasions :—

(1) When the original complaint was made to the Magistrate and referred to the Police under section 156 (3) or 202 of the Criminal Procedure Code ;

(2) When the Magistrate has taken any judicial proceeding in a case in which the original complaint was made to the Police and the case referred by them as false.

The dismissal of a case under section 159 of the Criminal Procedure Code without investigation does not constitute judicial proceeding.

No written complaint of a court required in complaints to the Police or village headman.

692. No written complaint of a Court under section 195 of the Criminal Procedure Code is required in the case of complaints made directly to the Police or village headman. The Madras High Court has held in Criminal Miscellaneous Petition No. 289 of 1908 (I.L.R., XXXII, Mad., page 258) that a prosecution under section 211 of the Indian Penal Code will lie in respect of information to a village headman, or to another person bound under section 45 of the Criminal Procedure Code to pass on the information to an authority specified in that section, provided that the information so given is such as the village headman or other person is bound by law to pass on to such an authority and thus set the criminal law in motion.

I.L.R. XXXII, Mad., Page 258.

Prosecutions under section 19 (f), Indian Arms Act.

693. A station-house officer may himself apply to the Collector through the Circle Inspector to sanction the initiation of prosecutions under section 19 (*f*) of the Indian Arms Act.

Orders of Magistrate on Final Reports.

694. The final report to the Magistrate, under section 173 of the Criminal Procedure Code, that a case is false may justify an order for further investigation as the section itself indicates, but it is not open to the Magistrate to direct the Police to charge the case against their own report that the case is false. The Magistrate has power to take action himself under section 190, Criminal Procedure Code, if he is not satisfied with the report of the Police that the case is false.

Revision of order by Collectors and Divisional Officers.

G.O. 432, Judl., 21 Mar. 1910.

695. Government have laid down that Collectors and Revenue Divisional officers are bound to review (in their executive, non-judicial capacity) executive orders passed by their subordinate Executive Magistrates on referred charge sheets when requested to do so by the Police or any one else. They may similarly review such orders on their own motion, and must do so if they see any reason for doubting their propriety.

Quarterly list of cases pending with Magistrates.

696. Station-house officers shall send through their Circle Inspector quarterly lists, one for each Magistrate, of all cases disposed of by the charge-sheets or final reports, in which the orders of Executive Magistrates have not been received, noting, whenever possible, the reason for the delay. The lists will be checked with office ledgers and forwarded by the Superintendent to the Executive Magistrates concerned, those to subordinate Magistrates being sent through their Revenue Divisional Officers.

Withdrawal of cases.

G.O. 19, Judl., 2 Jan. 1906.

***697.** (1) Government consider it desirable that, in all grave cases in magisterial Courts, the Public Prosecutor, or the Assistant Public Prosecutor, should consult the Collector before withdrawing from the prosecution of an accused.

G.O. Ms. 112, Home, 10 Jan. 1950.

(2) In cases where the Superintendent directs the withdrawal, the prosecuting counsel should be instructed to move the Court for withdrawal under section 494, Criminal Procedure Code.

Appeal against acquittal.

698. (1) Whenever the Superintendent considers that there are grounds for a successful appeal against an acquittal, he should address the Collector in detail with a view to his moving the Government to take action. G.O. 1742, Judl., 17 Aug. 1914.

(2) Papers relating to appeals against acquittal should be treated as "very urgent" at all stages.

(3) The time allowed for filing appeals against acquittals is three months and the Collectors have to submit proposals for appeals against acquittals not less than a month in advance of the expiry of this time-limit. G.Os. 2127, Home (Judl.) 18 Sep. 1918 and, 3766, Law (General), 26 Nov. 1927.

Criminal Appeals—High Court.

699. (*i*) The Public Prosecutor, Madras, has issued the following instructions in regard to the better representation of the State in criminal appeals in the High Court of Judicature at Madras :—

(*a*) *Notice.*—Copies of notices in all criminal appeals are sent to Superintendents of Police by the High Court. Superintendents of Police decide in consultation with the Public Prosecutor, if necessary, whether the deputation of a Police Officer is necessary and intimate to the High Court whether an additional set of records will be required. Ordinarily in jury cases, Police officers need not be deputed. In criminal revision cases, notices are sent by the Public Prosecutor to the Collector who in some cases forwards them to the Superintendents of Police. Ordinarily in revision cases, deputation of an officer is unnecessary.

(*b*) *Date of hearing.*—(i) Criminal appeals, referred trials and references in jury cases to be heard before Bench on a Monday will be posted in the rough list on the previous Tuesday when intimations will be sent to Superintendents of Police in cases where they have asked for such intimation and only after receipt of such intimation from the Public Prosecutor should the officer deputed proceed to Madras to instruct him.

(ii) Criminal revision cases are ordinarily posted before a single Judge on Thursday, and the approximate date of hearing in such cases is known seven days before the hearing.

(iii) Sometimes officers come up on the date given in the notice issued by the High Court, but this date is only a formal one *and no case ordinarily comes on for hearing on the date given in the notice.*

(c) *Bail.*—Ordinarily no notice is given to the Public Prosecutor before moving an application for bail. Sometimes the Court after the application is moved directs notice to the Public Prosecutor and adjourns the case to a specific date to enable him to get instructions. Sometimes practitioners give him notice of their intention to apply for bail in which case he applies to the Collector for instructions. If Collertors or Superintendents of Police desire him to appear and oppose any application for bail which is likely to be moved in the High Court, Government have laid down that the following procedure should be followed :—

G.O. 632, Pub., 24 June 1926.

(i) When a Superintendent of Police receives information from his subordinates or otherwise or has reason to believe, that the accused, in an important case in his district intend moving the High Court for bail and that such application should be opposed, he should give early intimation of the fact to the Collector and submit a clear statement of the grounds on which such application, if made, should be opposed.

(ii) As soon as the Collector receives this intimation he should, if he agrees that the motion if made should be opposed, instruct the Public Procecutor, Madras, to do so giving him a brief and clear statement of the facts of the case. In urgent cases telegrams should be sent.

(iii) The Public Prosecutor will then arrange to oppose the motion when it is made.

(iv) In cases in which the High Court has released an accused person on bail without notice to the Public Prosecutor and there are adequate grounds for moving for cancellation of the bail, the Collector should instruct the Public Prosecutor to move the High Court.

(d) *Enhancement or reduction of sentence.*—(i) In all cases in which the Collector is of opinion that a sentence awarded by a subordinate magistrate ought to be enhanced or reduced, he may make a recommendation to the High Court under section 438, Criminal Procedure Code.

(ii) If the Collector thinks that a sentence awarded by a Sessions Court ought to be enhanced, he should make the recommendation to Government in accordance with G.O. No. 1494, Judicial, dated 25th September 1901.

(iii) If an accused sentenced by the Sessions Court has appealed to or moved the High Court in revision against the order of the Sessions Judge, the Collector can in such cases instruct the Public Prosecutor to move for enchanement of sentence—Vide G.O. No. 303, Judicial, dated 24th February 1910 and G.O. No. 1256, Judicial, dated 8th June 1915.

(2) In every appeal to the High Court which is of importance and in which the record is voluminous, a Police Officer, with detailed personal knowledge of the case, should be sent to instruct the Public Prosecutor, Madras. It is especially desirable that he should be so instructed in appeals against convictions in important cases based on circumstantial evidence.

(3) The Government have directed that the date of hearing of a Government case in the High Court, Madras, especially in its early stages should be communicated in time to the Head of the Department concerned, by the Law Officer in charge of the case, so that the Head of the Department, may, if necessary, depute a departmental officer to instruct the law officer suitably—on departmental matters. These orders apply to the Civil and the Criminal cases in the High Court, Madras.

NOTE.—Immediately on deciding to depute a Police Officer to instruct the Public Prosecutor in cases of Criminal Appeals and Referred Trials, Superintendents of Police should see that printed records are obtained direct from the Registrar, High Court, and that the Police Officer deputed meets the Public Prosecutor with the printed records.

(4) The procedure regarding sending case diaries to Government, for being forwarded with petitions for mercy, is laid down in Police Standing Order 594.

CHAPTER XXXV.

SEARCHES AND PROPERTY.

Searches—Witnesses.

700. (1) Whenever possible the presence of the headman of the village shall be obtained to witness a search.

(2) Witnesses to a search are required to enter the premises to be searched and watch the Police Officer performing the search.

(3) Before the commencement of the search the person of the Police Officer who is to conduct it should be examined before the witnesses.

Time of the search.

701. The law does not require a search under the Criminal Procedure Code to be made by day-light, but, as a rule daylight should be awaited, the inmates of the house being made to evacuate it and the house sealed and guarded.

Conduct of the search.

702. (1) Before entering the premises, the exterior of the place shall be inspected to see whether facilities exist for introducing property from outside.

(2) Under section 165 (2) of the Criminal Procedure Code, the station-house officer or investigating officer must, if practicable, perform the actual searching in person. If incapacitated from so doing, he must comply with sub-section 3 of that section and deliver to his subordinate the prescribed order *in writing*. A verbal order given on the spot will not fulfil the requirements of the section. The investigating officer should use Form No. 103 when conducting a search

Search List.

703. The Search List (Form No. 102) is in duplicate with trifoil for the station record. One copy should be forwarded to the Magistrate having jurisdiction with a case diary sheet and the other attached to the copy of the case diary and forwarded to the District Police Office. If blank paper has unavoidably to be used, two copies of the list should be made and dealt with, as above, and an entry made on the trifoil in the station book on return there, the forms attached to the trifoil being destroyed.

Property coming into the hands of the Police—Disposal.

704. Form No. 95 is used for sending property to the Magistrate. Three copies of the form should be prepared by means of carbon paper. The triplicate should be retained in the station and the remaining two copies sent to the Magistrate with the property. When the duplicate copy is received back from the Magistrate with his orders thereon, it should be pasted in the book and the triplicate copy removed and filed with the case diary.

Unclaimed property.

705. The receipt of any unclaimed property should be entered in the General Diary and the property forwarded to the Magistrate with Form No. 95 as soon as possible.

Property on unclaimed bodies.

706. The village headman is the proper person to take charge of property found with the corpses of unidentified persons who have died from natural causes.

Custody of property.

*707. The Magistrate as a rule, will provide a place for the safe custody of property seized in cases. If, however, he refuses to take charge of it, the Police must be responsible for it. Such property should be kept under lock and key in a sub-jail cell or in an iron-clamped box in custody of the Treasury or sub-jail guard. G.O. 492, Judl. 8 Mar. 1881.

Livestock.

*708. The seizure of livestock by the Police in criminal cases shall be forthwith reported to the Magistrate for orders under section 523, Criminal Procedure Code. Pending orders of the Magistrate regarding its disposal, the livestock shall remain in the custody of the police, but they may deliver it over to the charge of the village headman or its owner to be produced when required. The magistrate having jurisdiction will be responsible for the cost of its feeding in cases other than those in which it is handed over to the owner. G.O. Ms. 2545, Home, 11 June 1940.

Sessions Court.

709. The High Court has directed that the Sessions Court Officer shall take charge of records and property sent to the Court even during the vacation and on holidays.

Disposal of property of which Court declines to take possession.

710. When a court or magistrate refuses to pass any order under section 517 of the Criminal Procedure Code as to the disposal of property concerning which he does not believe that an offence has been committed and refuses to receive it from the Police, the following instructions should be observed :—

(1) The Police shall retain the property sufficiently long to enable the parties to appeal to a higher court against the Court's or Magistrate's procedure.

(2) If no application for revision is made nor order passed on revision, the Police shall return the property to the person from whom it was taken, unless there is any obvious objection to so doing.

(3) In doubtful cases the Police may apply for an order under section 523 of the Criminal Procedure Code to the Magistrate having jurisdiction.

(4) When no order can be obatined from a magistrate or court and the ownership of the property is in dispute or difficult of determination, the safest course will be for the

Police to retain the property until one of the parties obtains the order of a court. Such case shall be reported to the Inspector-General for orders.

(5) The Police shall not hand over property seized in a criminal case to a person other than the one from whom it was taken, without the order of a court or magistrate.

Police not to receive back property without orders as to disposal.

* **711.** When once a magistrate has taken over property from the Police, they should refuse to receive it back without orders as to its disposal.

Property liable to distress.

G.O. 1540, Judl., 20 Nov. 1871.

* **712.** The joint property of an undivided Hindu family cannot be seized or sold upon distress warrants issued against individual members of the family. The Police should, however, ascertain whether the warrantee has any self-acquired property and if he has, it may be attached, seized and sold.

CHAPTER XXXVI.

SAFEGUARDING AND DISSEMINATION OF INFORMATION, CO-OPERATION BETWEEN BORDERING AREAS AND CO-ORDINATION OF WORK IN CONNEXION WITH THE CONTROL OF ORGANIZED RIME AND OF CRIMINALS.

Protection of Secret Information.

G.O. 259, Pub. (Pol.), 3 May 1935, 111, Public (Pol.), 9 Mar. 1936 and 3755, Home, 22 Dec. 1936

* **713.** (1) It is universally recognized and fundamental principle of Police practice that secret information obtained by the Police should, at the discretion of the head of the Police Force, be kept secret within the Force, that the identity of sources and agents who supply such information should be known only to the officers who employ these sources and agents and to such other officers as the head of the Force may determine, and that every precaution be taken to protect secret information and its sources from exposure. No secret information, and no record or document or information which leads or may lead to the disclosure of the indentity of the source from which or the agent or informant from whom such secret information was obtained, or to the disclosure of the identity of any Police Officer through whom it was obtained

or to the disclosure of the source from which or the agent or the informer from whom it is intended or hoped to obtain secret information, or to the disclosure of the identity of any Police Officer employed on any particular secret enquiry shall be disclosed by any Police Officer to any other person, whether a member of the Police Force or not, except under the direction of the Inspector-General of Police. No report containing secret information received from an agent or informer or from any source shall be transmitted either in original or by copy. When the substance of such a report has to be communicated to authorized persons, it should be paraphrased or written in precis or summarized as may be necessary, the greatest care being taken to ensure that its source is not indicated by anything in the paraphrase, precis or summary.

(2) Instructions in the preceding clause regarding the disclosure of secret information apply to the disclosure of all kinds of secret information and their sources including those relating to crimes of violence intended to overthrow the Government as by law established. G.O. Ms. 3154, Home, 17 Aug. 1948.

(3) Notwithstanding anything contained in clause (1) of this Order or in the instructions issued thereunder by the Inspector-General of Police, it shall be obligatory on any Police Officer to furnish secret information of the type referred to in them, and also information regarding the identity of sources and agents who supply such information, to the Chief Secretary to Government and the Secretary to Government, Home Department, if called for through the Inspector-General of Police. G.O. Ms 2023, Home 22 May 1951.

(4) Collectors, being primarily responsible for the maintenance of Law and Order in their respective districts, are entitled to receive from their Superintendents full information, including secret information, on all such matters. Normally therefore, Superintendents of Police should furnish their Collectors—with the particulars on which any information or opinion is based. As regards the sources of any secret information, it may not ordinarily be necessary for Collectors to have information regarding them, but in cases in which the Collector finds it necessary to have that information, he may ask the Superintendent of Police and the Superintendent of Police shall ordinarily comply with the Collector's demand. Where a Superintendent of Police is unable to comply with any such demand made by the Collector, he should inform the Collector immediately of his inability to do so. If a Collector feels that the action of the Superintendent of Police in this regard is improper, or that the refusal to comply with his demand is likely to handicap him in his work, he may report such cases to the

Government. The Government after calling for a report from the Superintendent of Police through the Inspector-General of Police and examining the special reasons furnished by the Superintendent of Police, will pass appropriate orders in each case.

Necessity for prompt dissemination of information.

714. (1) The prompt dissemination and interchange of general information concerning crime and criminals form part of the most important duties of the Police and must receive the close attention of officers of every rank.

Station-house Officers promptly to circulate notices of property stolen.

(2) Station-house officers shall be responsible for the prompt circulation to stations, where they are likely to be useful, of lists of property lost and descriptions of absconding offenders. It is most important that the Railway Police should be given the very earliest intimation to be on the lookout for absconding offenders or the perpetrators of any particular crime.

Report of probable presence of habitual criminals.

715. (1) In all cases in which the crime is suspected to be the work of habitual criminals, a crime card in Form No. 92, will be sent by the Station-house Officer to the surrounding police stations of his district as also to the bordering stations of adjoining districts and Railway Police stations, to the concerned District Intelligence Bureaux, to the Circle Inspector, the Subdivisional Officer and the Superintendent of Police. If the offenders are from outside, prompt information should also be sent by wire, if the telegraph is available to the neighbouring police stations and railway police stations. Station-house Officers who receive the information, whether by crime card or by wire, will immediately institute the necessary inquiries indicated and with the least delay report the result by wire or memorandum or in the "Reply" portion of the card, to the station from which the information was sent.

(2) These crime cards or wires shall be retained as long as the case diaries concerned are retained.

(3) A note-book in Form No. 93 will be maintained in each station, to show the action taken on Crime Cards received in it.

Police sheets—Notices—Publication in the "Criminal Intelligence Gazette."

716. (1) Full use should be made of District Police and Weekly Crime and Occurrence Sheets for circulating notices of property stolen and persons to be arrested. Out of-view known depredators will be published in them. As these sheets are circulated among neighbouring districts, lists of stolen property and descriptive rolls of persons to be arrested should only be sent for publication in the "Criminal Intelligence Gazette" when wide publicity is necessary.

Notices when to be sent to other districts.

(2) Notices which it is undesirable to delay until the publication of the Police and Weekly Crime and Occurrence Sheets or "Criminal Intelligence Gazette," should be promptly circulated in the district and sent to other districts, as the case may be. The number of copies of such notices likely to be required in another district, should be duplicated and forwarded there.

Communication of intelligence to areas beyond the State.

717. (1) It should be clearly understood that the instructions contained in Orders Nos. 714 to 716 are not limited to areas within the State. It is the duty of the station-house officer to communicate to surrounding areas beyond the borders of the State, as promptly and as completely as to surrounding areas within the State, information regarding all classes of crime against property suspected to be the work of habitual criminals who might conceivably have come from or proceeded to areas beyond the station limits, and information regarding the movements and activities of any such criminals. He must also act as promptly on receipt of information received from areas beyond the borders of the State as he does on receipt of information from within the State. Criminals are prone to take advantage of State borders for the purposes of committing crime and prompt and effective interchange of intelligence is necessary to overcome the difficulties involved in controlling crime and criminals in such border areas.

G.O. 1556, Home 29, July 1936.

Meetings between bordering officers for effecting co-operation in connexion with the control of organized crime and of criminals.

(2) (*a*) In order to secure satisfactory co-operation between the Police of neighbouring areas for the purpose of control of organized crime and of criminals, all executive officers from the rank of Sub-Inspector to Superintendent of

Police, both of the District and Railway Police, should keep up frequent and confidential intercourse by correspondence and meetings with officers of corresponding rank in the areas bordering their jurisdiction, whether within or without the State of Madras. Meetings should take place when there is current matter for personal discussion and may be held on the frontier or elsewhere as found convenient. They should take place as often as is necessary for the purpose for which they are intended and no year should be allowed to pass without at least one meeting.

(*b*) Similar meetings should also be effected by range Deputy Inspectors-General with bordering Deputy Inspectors-General within the State and with officers of corresponding rank of bordering areas beyond the State, when necessary, for co-ordinating steps to be taken in regard to the control of crime and criminals.

(*c*) Subdivisional Officers and Superintendents of Police should see that the meetings contemplated above are effected by officers of the rank of Sub-Inspector and Inspector serving under them. Range Deputy Inspectors-General should see that similar meetings are effected by the gazetted officers serving under them and send a report to the Inspector-General on the 15th January each year as to whether this order has been complied with. In this report, they should also state what meetings they have themselves effected during the preceding calendar year with bordering Deputy Inspectors-General.

(*d*) Except in cases of emergency, officers subordinate to the Superintendent must obtain his permission before proceeding out of the district, and Superintendents and Deputy Inspectors-General must obtain the permission of the Inspector-General before they visit another State for the purpose of such meetings. If owing to emergency an officer leaves his district or proceeds to another State without obtaining previous permission, the journey should be subsequently sanctioned and ratified by the authority competent to grant permission.

Direction and co-ordination of work in connection with organized crime.

(3) The officer responsible for directing and co-ordinating work in connexion with organized crime which extends beyond the area of a station is the Circle Inspector within his circle, the Subdivisional Officer for areas beyond a circle within his jurisdiction, the Superintendent of Police for areas beyond a subdivision within his district, the range Deputy Inspector-General for areas beyond a district within his range

and the Deputy Inspector-General of Police, Criminal Investigation Department, for areas beyond a range. The Deputy Inspector-General of Police, Criminal Investigation Department, also will take up the direction and co-ordination of work in other cases the investigation of which has been taken up by his department. This principle should be regularly applied and followed in practice for areas within the State. For areas that extend beyond the State where there cannot in normal circumstances be a single directing and co-ordinating authority, the necessary co-ordination of work must be attained by interchanging intelligence and effecting meetings as laid down in the previous orders.

Notices of disappearance of individuals.

718. Notices of the disappearance of individuals should only be published when the circumstances of the disappearance give rise to suspicion of foul play.

"A" and "B" Lists of absconding warrantees.

719. (1) When a person for whom a warrant has been issued is absconding and there is no immediate prospect of his arrest, the station-house officer should send a descriptive roll of the individual, in Form No. 105, in the regional language to the District Office.

(2) These rolls will be published in a supplement to the District Police Sheet in Form No. 105, the issues of the supplement being numbered and paged consecutively. These lists will be termed "A" lists.

(3) In addition to absconding warrantees of the district the Superintendent will publish in his "A" list the descriptive rolls of absconding warrantees of other districts and of persons published in the "Criminal Intelligence Gazette", who are natives of, or likely to come to, his district.

(4) The "A" lists will be filed separately in each station and from them the station-house officer shall compile in Form No. 105 a manuscript list of persons likely to come to his station limits, which will be hung up in the station. The men in the station will be expected to learn the details of these persons.

(5) The names of persons who have been arrested or whose arrest is no longer required, will be published in the Police Sheet proper in a list which will be known as "B" list, Form No. 106. "A" list and manuscript lists shall be always kept up to date from the "B" lists.

G.O. Ms. 1156, Home, 11 Apr. 1944.

CHAPTER XXXVII.

DETECTIVE DUTY.

Detective Duty.

720. Head constables and constables may be employed on detective duty in searching for information, following up some special clues, tracing individuals whose whereabouts are unknown, and watching suspected persons.

To be given definite instructions.

721. The most definite instructions possible shall always be given to men deputed on detective duty. These instructions shall be entered on their passports to the extent considered desirable. In every case the head constable or constable shall be given written instructions on his passport as to the date on which he shall report back at his station. This should invariably be within seven days at the maximum unless the Subdivisional Officer or the Superintendent oders otherwise.

To report frequently.

722. Men on detective duty, when in touch with their superior officer, should see him frequently. When at a distance, they shall send in special reports at least once in every three days, through the nearest police station. The fact of their having visited the station must be noted in the General Diary.

Special reports.

723. The substance of special reports shall be embodied in the case diary and the reports shall be attached to the copy of the case diary which goes to the Circle Inspector.

Passports for leaving the State.

724. Head constables and constables quitting their stations on any duty of a special nature and Sub-Inspectors proceeding on duty beyond their districts shall be furnished with a passport in Form No. 107. All subordinate Police Officers sent on special duty outside the State shall be furnished with a passport in Form No. 108 signed by the Superintendent, or if the circumstances do not allow of delay, by the deputing officer on behalf of the Superintendent who will be informed of the issue; provided that where reciprocity exists between the Superintendents on either side of the State border, no such issue need be made.

Plain-clothes Patrols in towns.

725. (1) In towns where there is sufficient supervision, plain-clothes patrols may be sent out at night and men in plain clothes deputed to observe bad characters secretly. G.O. 332, Judl., 20 Feb. 1906.

Plain clothes men at railway stations.

(2) Men of the District or Railway Police deputed to look out for bad characters at large and busy railway stations, may, at the discretion of their Superintendents, be allowed to wear mufti.

CHAPTER XXXVIII.

PRESERVATION OF THE PEACE.

Collection of information.

* **726.** One of the most important duties of the Police is the collection of information about every movement, state of feeling, dispute or incident, which may lead to a breach of the peace, and the communication of such information to the magistracy. Failure in the performance of this **duty will be severely noticed.**

Preventive Action.

* **727.** (1) When a breach of the peace is anticipated, the Police should take timely action under the preventive sections of Chapters XI and XII of the Criminal Procedure Code, and under the provisions of sections 30 and 30-A of the Police Act, 1861 (Act V of 1861). First reports made to magistrates with a view to action being taken under sections 144 and 145 of the Criminal Procedure Code should be made on the First Information Report form and subsequent reports on case diary forms, as in ordinary cases under the Indian Penal Code, and copies sent to the superior Police Officer concerned.

(2) In a serious emergency, recourse should be had to the appointment of Special Police Officers under section 16 of the Madras District Police Act, 1859 (Act XXIV of 1859). Instructions to regulate the enrolment and employment of Special Police Officers are contained in the Appendix.†

728. (1) It is the duty of the Police to watch the state of feelings, disputes or incidents among communities and to take adequate measures to prevent breaches of the peace

† Vide Volume II.

which if they occur, must be handled immediately and effectively. Precautionary measures for preventing such disorders should include, besides the several measures mentioned in Order No. 727 action under section 151 of the Criminal Procedure Code against rowdies or persons likely by their actions to create trouble. In proper cases those who incite class hatred should be proceeded against under section 153-A of the Indian Penal Code.

(2) Prior to anticipated outbreaks of disorders the Police force in the locality must be strengthened, as circumstances permit, so as to deal promptly and effectively with major or minor incidents. Arrangements must be made for mobile patrols and pickets and for the establishment of communications between the various police parties and the police headquarters.

(3) During both periods of tension and actual outbreaks of disorders it is essential that an efficient system of intelligence should be available so that officers responsible for the maintenance of law and order are able to obtain timely information of incidents and developments. It is most important that Police Officers should be in close touch with the Magistracy.

(4) Vigorous precautionary measures, frequent patrolling, visits by superior officers to places of trouble and, above all, a sense of preparedness and determination on the part of the Police to prevent or deal effectively with any disorder will go a long way towards inspiring confidence in the public and preventing or checking activities of irresponsible elements.

(5) In places where communal disorders are usually associated with particular occasions such as festivals, a proper riot-scheme should be drawn up in consultation with the Collector.

(6) Police Officers engaged in dealing with such situations or investigating offences arising from them, must show themselves to be strictly impartial.

Hook-swinging and other allied practices—Prohibition.

G.Os. 1092 Pub. (Genl.), 27 Oct. 1934, and 4 Pub. (Pol.), 3 Jan. 1935.

***729.** (1) (*a*) The practices of self mutilation specified below should be prohibited altogether on the ground of 'danger to human life, health or safety.'

(*b*) Prohibitory orders under section 144, Criminal Procedure Code should accordingly be obtained whenever the intention to carry out such practices comes to notice. Steps should be taken to obtain such orders only if it is

practicable for the Superintendent or other responsible Police Officer to reach the spot in time with a sufficient force to secure the enforcement of the order without undue risk of a breach of the peace.

Practices which are likely to prove dangerous to human life, health or safety and therefore to be prohibited.

(2) (*a*) Hook-swinging;

(*b*) Hook-dragging, i.e., dragging cars other than toy cars by hooks inserted into the body;

(*c*) Carrying of kavadis other than toy kavadis by means of hooks inserted into the body.

(*d*) Piercing the muscles of the body with metal rods.

Power to compel appiication for licence for assembly or procession.

* **730.** (1) Gazetted officers have power under section 30 of the Police Act, 1861 (Act V of 1861), to issue a general or special notice to all persons convening or collecting a public assembly on any public road, public street or public thoroughfare or promoting or forming a procession, that such persons must apply for a licence, provided that the District Magistrate or Additional District Magistrate (Independent) or Divisional Magistrate has given an opinion that such assembly or procession if uncontrolled, is ljkely to cause a breach of tbe peace. **G.Os. 1458, Judl., 24 Oct. 1908 and 2083, Judl., 14 Dec. 1907.**

(2) They have the power to give notice in the case of any assembly or procession that the use of music must be under licence, such licences being issued by themselves.

(3) The last mentioned notice must not be issued generally to all the inhabitants within their jurisdiction, but must only be issued when it is known that it is intended by any persons, or any class of persons, to convene, or collect, an assembly, or to form a procession, and must be a notice addressed to the persons convening or collecting such assembly or directing or promoting such procession.

Dipersal of mobs and mob firing.

* **731.** (1) The instructions for the dispersal of mobs and for firing on mobs are also published in the Drill and Training Manual. These instructions shall be constantly practised by Armed Reserves and Town and Taluk Police, who must be thoroughly familiarized with the procedure to be followed.

(2) An unlawful assembly may be ordered to disperse by a Magistrate or Officer in charge of a Police Station, and it is the duty of the members of the unlawful assembly to disperse. If they do not, force may be used to disperse them. The possibility of dispersing the mobs with lathis must be carefully considered. Any Police Officer may, without warrant, arrest the members of an unlawful assembly with the public aid and thus disperse the Assembly. The following points have to be carefully remembered :—

(i) Where an actual situation arises and a Subdivisional Magistrate is present at the spot, in the absence of the District Magistrate, he should be in complete charge of the situation, and he has, in law, all the necessary legal powers to order any Police officer, including a Deputy Superintendent of Police or a Superintendent of Police who may be present, to assist him in handling the situation.

(ii) The seniormost Police Officer present is bound to assist the Subdivisional Magistrate by mobilizing the available police force and utilizing them as best as possible.

(iii) If the crowd becomes defiant, and lathi charge is inexpedient or fails in its purpose, resort may be had to the use of fire arms. *The Subdivisional Magistrate is responsible for taking a decision as to when an unlawful assembly has to be dispersed by force and also as to the kind of force to be used.*

(iv) In the absence of the Subdivisional Magistrate any other Magistrate present, or called upon to handle a similar situation, will have similar powers as in sub-clauses (i) to (iii) above, and the Police officer present will be bound to carry out the orders of such Magistrate.

NOTE.—In districts in which the judiciary has been separated from the executive, the reference to the Subdivisional Magistrate should be construed as a reference to the Revenue Divisional Officer (Executive First Class Magistrate).

(v) Having decided on the kind of force to be used, the officer in charge of the police is to be responsible for deciding as to the exact amount of force to be used, the manner of using it and settling of the details of the operations connected with the use of the force. The Police officer should, of course, bear in mind the principle that no more force than is necessary should be used.

(vi) When a Police party is formed for dispersing an unlawful assembly, it should be numbered and told off into two or more sections, if the size of the party and the time available admit of it. Bayonets must be fixed as soon as possible.

(vii) All commands to the police are to be given by the Officer-in-command of the party. The Police are not on any account, to fire excepting by word of command of their officer, who is to exercise a humane discretion respecting the extent of the line of fire.

NOTE.—As far as possible, the presence of the local Magistrate should be secured and firing should be done only with his permission.

(viii) As soon as it becomes necessary to resort to the use of firearms with reference to clause (iii) above, the Officer-in-command of the party will give the order to the files to load with ball and will bring the men to the loading position. This will prevent the party from being rushed while the crowd is being warned.

(ix) In order to guard against all misunderstanding, Officers commanding police parties are, on every occasion, when employed in the suppression of a riot or enforcement of the law, to ensure that the fullest warning is given to the mob in a clear and distinct manner before any order is given to fire, and to take the most effectual means to explain beforehand to the people opposed to them, in the event of the Police party being ordered to fire, that the fire will be effective.

(x) If, after being warned, the mob refuses to disperse, the order to fire may be given. If the Officer-in-command of the party is of opinion that it will suffice he will give the order to fire to one or two specified files only. If, however, he considers that this will be insufficient he will give the word of command to one of these sections told off as above, the fire of other sections being held in reserve until necessary. The fire of each section will be given by the regular word of command of the Officer in-charge of the party.

(xi) Under no circumstances should a warning shot be fired in the air, nor should the fire be directed over the heads of the crowd. Firing shall cease the instant that it is no longer necessary.

(xii) Files or sections ordered to fire shall re-load immediately after firing without further word of command until the order to cease firing is finally given.

(xiii) Firing should be ceased the moment the rioters show signs of dispersing, and all help should immediately be rendered to tend and convey the wounded to the hospital.

(xiv) An armed force should never be brought so close to a large and dangerous mob as to risk its either being overwhelmed by numbers or being forced to inflict heavy casualties. Firing should be carried out from a distance sufficient to obviate the risk of being rushed and to enable strict fire control to be maintained.

(xv) A Police officer below the rank of a Station-house officer has no power to disperse such assembly himself, but he may arrest any person without warrant for being member of an unlawful assembly.

(3) In any situation arising where the Police are compelled to deal with unlawful assemblies in different places of the same village or town, it would be necessary to secure, as far as possible, the presence and permission of a Magistrate before resorting to the use of firearms for dispersing any or all of such assemblies.

(4) Riot flags should be taken when the Armed Reserves are called out in apprehension of disturbance, and, before firing or dispersal by force is resorted to, should be hoisted before the mob in a position in which the inscriptions on them are clearly visible.

G.O. Ms. 2158, Home, 5 July 1945.

732. To improve mob dispersal work under the direction of Subdivisional officers, Inspectors and Station-house officers, Superintendents of Police should ensure that officers of these ranks from time to time, during their visits to the district headquarters, see demonstrations by the Armed Reserve. Such demonstrations, should invariably be given on occasions when meetings of Inspectors are held.

Suppression of riots—Blank cartridge and buckshot not to be issued.

G.Os. 2767, Judl., 15 Nov. 1894, and 201, Pub. (Pol.), 8 Apr. 1931.

* **733.** Blank cartridges and buckshot shall never be issued to Police employed to suppress a riot.

CHAPTER XXXIX.

STATION-HOUSE RECORDS AND RETURNS.

General Diary—Contents.

734. In the General Diary (Form No. 84) should be entered in regular sequence in point of time, the work done at the station and the information received. Details of cognizable complaints or investigations already given in the First Information Book and the case diary, need not be reported in the General Diary, but record of occurrences in the station in connexion with those cases, such as the receipt of information, the production of prisoners, or the departure for, or return

from, inquiry of investigating officers must be entered. Information received and action taken in non-cognizable cases as well as information received regarding fires where there is no reason to suspect the commission of a cognizable offence should be entered in it.

Copy to be forwarded.

735. (1) The General Diary of a day should cover 24 hours, and a copy of it shall be despatched daily at the earliest opportunity after being closed, to the Circle Inspector with Form No. 85, an abstract of duty done by the station staff. The abstract form for use in the Railway Police is form No. 86. It should be duplicated by the carbon process.

(2) The Superintendent will fix a suitable hour for commencing and closing the General Diary of each station and out-post in his district, taking into consideration the local conditions and the time of clearance of Postal Mails.

Duty of Circle Inspector.

736. Circle Inspectors are responsible for checking General Diaries. If they have any remarks to make, the diaries in original should be returned to the station-house officers for their replies. After check they should be filed by Inspectors and sent to the District Office on the 20th of every month for record. Gazetted officers should see at their inspections or by periodically calling for and perusing the General Diaries whether the check exercised by the Inspector has been genuine.

Circle Abstract.

737. An abstract of crime shall be made out quarterly in each station in Form No. 109 and a copy forwarded to the District Office for comparison with the ledger. Nuisance cases should appear in the General Crime Abstract. Circle Inspectors shall check and countersign these abstracts.

Note-books—Contents.

738. In addition to containing a record of investigation, the note-books of Police officers, from Inspector downwards, shall contain an account of the duty done and places visited daily. Information picked up concerning crime and bad characters and other matters of importance to a Police officer should be entered. Head constables and constables are required to enter a full account of their doings on beat or any special duty.

Custody of Note-books.

739. The note-books of constables shall be kept in the station, in-charge of the station-writer, being handed to them when they go out on duty and received back, on their return. Note-books of the station staff when full or no longer of use, shall be kept in the station under the personal charge of the station-house officer for a calendar year and then destroyed. Investigating officers, when transferred from a station, shall leave their current note-books behind.

Arrest Report.

740. An Arrest Report (Form No. 110) need not be sent when persons arrested by officers of the Customs, Salt, and Central Excise departments are produced in the police station to be bailed.

Search Register—Entry of description of prisoner.

741. (1) The description of a prisoner should be carefully and fully recorded in column 5 of the Search Register on his being brought to the station-house. It should be sufficiently complete to fulfil all the requirements of a description for publication in the event of the man's absconding. Instructions for recording descriptions are given in the Appendix.*

(2) The prisoner's relatives should be entered underneath the description.

Bail Bond.

742. A separate Bail Bond Book (Form No. 97) shall be kept for use in the case of persons brought to be bailed by officers of the Customs, Salt and Central Excise departments.

Process Register.

G.O. Ms. 3495, Home, 1 Oct. 1952.

743. (1) A register of processes in Form No. 111 shall be maintained in each police station, in which shall be entered all processes received from courts for service or execution, as the case may be.

(2) This register shall be maintained in the form of a ledger " Magistrate-war ", viz., separate sections in the register being opened for each of the Magistrates' Courts from which the particular Police station receives processes.

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* vide Volume II.

(3) Every Inspector of Police in charge of a Circle shall, as often as possible and at least once in two months, or four months in the case of Inspectors of the Railway Police, take the process registers of the Police stations under him to the concerned Magistrate's Court, check up the entries with the corresponding registers and, if necessary, with other records maintained by the court and report to the Superintendent of Police concerned cases involving serious delays or omissions. G.O. Ms. 3185, Home, 12 Nov. 1955.

(4) Unexecuted processes shall be brought forward in the register at the beginning of the month.

(5) All non-bailable warrants issued at the instance of the other departments should be executed by the Police with the assistance of departmental officials concerned to identify the accused.

Monthly abstract.

(6) At the end of the month, an abstract in Form No. 112 shall be entered in the register.

Quarterly list of unexecuted warrants.

(7) At the close of each quarter, the Station-house officer shall send through the Circle Inspector to the Superintendent of Police a list of unexecuted warrants in Form No. 113. In a subdivision, the Inspectors shall forward the list through the subdivisional officers.

Return of arrest warrants.

(8) Warrants of arrest shall be entered in the register of station in which first received, and not transferred without sanction of a gazetted officer.

(9) Non-bailable warrants of arrest shall only be returned through or under orders of a gazetted officer. The warrants should be retured to the court of issue when applying for proclamation under section 87 of the Criminal Procedure Code, but at the same time fresh warrants should be obtained and kept for further action.

(10) All processes issued by the High Court or Court of Session in appeals, revision cases, etc., for service through Magistrates' Courts also shall be entered in this register.

Nuisance Case Register.

744. Wherever the Towns Nuisances Act, 1889 (Madras Act III of 1889), is in force, a register in Form No. 114 shall be kept for entering cases under that Act and other cognate

cases. Charge-sheets in such cases are put in on sheets in the same form. The register should be kept at the station and destroyed after three years.

Duty Roster.

745. (1) At 6 p.m. each day, the station staff will be informed of the duties on which they are likely to be detailed during the following 24 hours and an entry made accordingly in the General Diary. The Duty Roster (Form No. 115) will only be filled up at the time a Head constable or Police constable is actually sent from the station on a duty.

Duties performed during nights will count towards that particular day irrespective of the change in the Calendar day (e.g.), the duty of night patrol men between sunset and sunrise on the night of 25/26th March 1955 will count for 25th March 1955 and not for 26th March 1955.

(2) Men should start on all duties from the station itself and not from their huts. Similarly they must on return from duty report at the station before going home.

(3) Miscellaneous duties should be shown separately each under a separate heading. This would enable the Inspector and gazetted officers to check up more thoroughly whether the station staff has been properly utilised.

(4) Superintendents of Police and Subdivisional officers should see that the duty roster is properly maintained both at their inspection and at their visits to Police stations.

Village Roster.

746. Important villages for which regular beats are detailed under Orders Nos. 377 and 378 with their hamlets should be shown first in the Village Roster (Form No. 116) grouped into beats and the remaining villages subsequently as a miscellaneous beat.

Sentry Relief Book.

747. The Sentry Relief Book (Form No. 57) in a Police station where there is no standing guard, shall be entered up with reference to the constables deputed on station watch. When a prisoner is confined in the lock-up, a regular guard should be posted, and the necessary entries made in the Sentry Relief Book.

Custody of Ammunition in stations.

748. The service ammunition in a station shall be kept under lock and key. In small stations the station record box can be used for the purpose. Whenever the Station-house officer leaves his headquarters, he must hand over the key to the station sentry.

Responsibility of Sentry.

749. (1) The station sentry shall be responsible for all the property in the station and the relieving sentry should invariably see that it is correct.

(2) A list of the regularly kept property shall be hung up in the station. Any other articles temporarily deposited shall be entered in the sentry book.

(3) The list should be checked by the Circle Inspector with his Register of Government Property and with the property actually in the station, at his half-yearly inspection of the station.

(4) When there is an amount of Rs. 500 and over at night in the cash chest of any Police station in which the cash chest is embedded in the floor or wall a guard consisting of three men should be mounted so that one sentry is always on the alert during the night. Similarly when there is an amount of Rs. 200 and over at night in the cash chest of any Police station in which the cash chest is not embedded in the floor or wall a guard consisting of three men should be mounted. The cash chest should be sealed and handed over to the guard in the prescribed manner.

Cash Chests of other departments.

750. (1) Cash chests of the Post Office of India may be embedded in the floor of Treasury guard-rooms with the Collector's permission. The same course may be followed with regard to their location in Police stations, if agreed upon by the Superintendent and the Collector in consultation. G.Os. 1679, Judl., 10 Aug. 1895; 994, P.W.D., 31 March 1873 and 1620, Judl., 18 June 1885.

(2) The permanent custody of public money of departments other than the Post Office, can only be arranged at large stations where there is a permanent guard. Officers may, however, temporarily locate their cash chests in a Police station, provided that they are securely sealed and that they detail a member of their own establishments to assist in guarding them.

(3) The deposit and removal of cash chests shall always be entered in the Sentry Book.

Cash Balances of Co-operative Societies.

751. Cash balances of co-operative societies may be deposited at such large Police stations as have a standing guard. The money should be kept under seal in suitable and strong boxes or safes provided by the societies. The responsibility of the Police is restricted to seeing that the seals G.O. 744. Rev., 12 March 1917.

on the safe are intact. Superintendents have full discretion to refuse permission to deposit cash at stations other than those where a guard is maintained.

Payment of Pensioners.

* **752.** (1) Cash chests of Pension Paymasters shall be received in Police station for safe custody when required.

(2) When payment is to be made, the Police shall furnish an escort for the chest to, and from, the place of payment.

(3) A constable shall be deputed to preserve order while payments are being made.

Tappal Book.

* **753.** The Tappal Book (Form No. 117) shall contain the account of postage stamps including those expended on telegrams.

Visiting Book.

754. (1) The Visiting Book (Form No. 118) is for the remarks of gazetted officers of Police and District or Additional District Magistrate (Independent) as the case may be and Revenue Divisional Officer and First-class Magistrate.

(2) Copies of remarks made by executive magistrates shall be sent without delay to the District or Additional District Magistrate (Independent) as the case may be with the report of the Superintendent of the action taken in reference thereto.

Custody of Medical History Sheets.

755. Medical History Sheets of head constables and constables shall be in the custody of the Station-house officer and will be given to the men when they go to hospital. On discharge the medical history sheets will be returned to the Station-house officer.

Men attending Hospital.

756. (1) Head constables and constables attending hospital for treatment must invariably be given passport, except in the case of men who attend as out-patients, while continuing to do duty.

(2) In-patients in hospital should not leave the hospital without the permission of a medical officer. A man absenting himself from hospital is liable to punishment for absence without leave.

Defaulter sheets.

757. Defaulter sheets of the men of the station shall be in-charge of the Station-house officer, and either he or the Inspector shall make the necessary entries therein.

Central Excises and Salt Exhibits.

* **758.** (1) Station-house officers are required to take charge of all articles seized in Central Excises and Salt cases, pending the orders of a Magistrate and allow samples to be taken. All such samples taken charge of by the Police or taken by the respective officers of the Central Excises and Salt departments should be sealed with the station seal. G.O. 1095, Rev., 1April 1912.

(2) Station-house officers are authorized to destroy toddy, in the absence of special orders regarding its disposal. Arrack should not be destroyed without the orders of a Magistrate.

(3) The production of a Central Excises and Salt exhibit should be entered in the General Diary and Form Pr. 3 or the Occurrence Report Form, as the case may be, filed in the station.

NOTE.—These orders apply *mutatis mutandis* to Officers in-charge of outposts in respect of articles seized in Central Excises and Salt cases which may be delivered to them.

(4) When there is delay in disposing of exhibits or the number becomes excessive, the Superintendent should bring the matter to the notice of the Assistant Collector of Central Excise or Assistant Salt Commissioner concerned and should this fail to produce relief, the Deputy Inspector-General should be requested to address the Collector of Central Excise or Deputy Salt Commissioner concerned on the subject.

Leave report.

759. Whenever a constable, head constable or Sub-Inspector proceeds on leave other than casual leave, the station-house officer should send to the District Office a report in Form No. 41.

Acquittance roll of clothing.

760. The Station-house officer shall prepare the half-yearly acquittance roll of clothing for the men of his station and forward it to the Inspector by the 15th of June and the 15th of December.

Notice board.

761. Every station shall be provided with a board, four feet square, to be hung up outside the station for the affixing of notices of persons wanted, rewards offered, etc.

Station name-board.

762. The name of every station shall be painted, in English and in the regional language on a board to be hung up conspicuously outside the station-house.

Outposts—Records.

763. A list of records to be maintained in outposts is printed at the end of this volume.

Surveillance of criminals at outposts.

764. (1) Copies of the History Sheets of criminals who are to be watched from the outpost shall be kept therein. The head constable in charge shall send Bad Character Rolls in Form A regarding the movements of such criminals direct to the stations concerned. All entries made in History Sheets at outposts shall be copied into the original History Sheets kept in the station.

(2) Bad Character Roll Form B should be kept in outposts for use when necessary.

Notified offenders—Personal records to be maintained in stations.

765. The following personal records of notified offenders shall be maintained in the stations in the limits of which they reside :—

(1) A personal sheet for each notified offender containing details of—

(i) His Habitual Offender number with Criminal tribe Registration number, if any ;

(ii) movement sheets ;

(iii) current doings ;

(iv) copy of original notification issued by the District Collector ;

(v) copies of subsequent notifications, or orders or memoranda, if any ;

(vi) copies of orders exempting him from section 5, of the Madras Restriction of Habitual Offenders' Act, 1948, if any ; and

(vii) copy of identification roll with his acknowledgment.

(2) A list of notified offenders in the station limits.

(3) History sheets of notified offenders who are treated as K.Ds. or suspects.

(4) The records of notified offenders whose notifications have been cancelled under Rule 21 of the Madras Restriction of Habitual Offenders Rules, 1949, will be closed and filed in the stations. They should be retained for 10 years and destroyed by order of the Superintendent of Police.

(5) The records of notified offenders who have died, shall be destroyed by order of a gazetted officer. It is essential that the evidence of death should be definite.

PART VI—PREVENTION OF CRIME, SURVEILLANCE OF CRIMINALS AND FINGER-PRINTS.

CHAPTER XL.

SECURITY FOR GOOD BEHAVIOUR.

Cases against local habitual criminals.

766. Security cases under sections 109 (*b*) and 110 of the Criminal Procedure Code against local habitual criminals should be built up on details recorded in the Station Crime History as the result of careful watching by the Police. It should be very exceptional for a local criminal for whom a History Sheet has not been opened, to be put up under these sections.

Evidence of bad repute.

767. It is very important that evidence of bad repute should be reliable, and essential that witnesses to it should be able to give intelligent reasons for their believing the accused to be of bad character.

Security Proceedings—Instructions.

***768.** The officer who is responsible for initiating proceedings under Chapter VIII of the Criminal Procedure Code is the Magistrate. He may initiate proceedings on information supplied to him through any source, including a private person; *a fortiori* he can act on information received from Police officers who are concerned in the maintenance of the public peace. But in laying charge-sheets in security cases, the police should deem themselves wholly responsible, whether it be a district where there has been separation between

G.Os. Ms. 1086, Home, 17 Mar. 1951; Ms. 2291, Pub. (Genl.-A.), 27 Aug. 1953, and Ms. 868, Home, 31 March 1954.

Executive and Judiciary or not. In these cases, as in the other cases, principles of Judicial independence should be fully observed.

Objection to sureties.

769. When the Police have objections to raise to the sureties tendered, they should raise them without delay.

Further inquiry.

770. The High Court of Madras has ruled that further inquiry cannot be ordered under section 436 of the Criminal Procedure Code into the case of a person discharged under section 119, Criminal Procedure Code. In such cases, the District Magistrate has power under section 438, Criminal Procedure Code, to report for the orders of the High Court.

CHAPTER XLI.

STATION CRIME HISTORY, CHECK REGISTER OF HABITUAL CRIMINALS, WEEKLY CRIME REPORTS, DISTRICT AND SUBDIVISIONAL CRIME CHARTS AND GENERAL CONVICTION REGISTER.

NOTE.—The following orders apply chiefly to the District Police. Special orders applicable to the Railway Police are given in Chapter XXV (2).

Station Crime History—Five parts.

G.O. 400, Judl., 12 Sep. 1927.

771. To facilitate the study of crime and criminals, the Station Crime History shall be maintained in all stations. It shall be a confidential record.

Part I—Work of Habitual Criminals.

G.O. Ms. 2167, Home, 8 Aug. 1955.

772. (1) In Part I (Form No. 122) of the Station Crime History shall be entered in the order of their occurrence all true cases of crime coming under the following classes as well as attempts to commit these offences :—

The following is a typical district list. Some of the items may not apply to all districts and some districts may need a few additional items. Such additions should only be made with the approval of the range Deputy Inspector-General of Police.

CLASSES OF CRIME.

MAJOR AND MINOR CLASSIFICATIONS.

Class I—Offences attended with violence.

(*d*) Dacoity.
(*m*) Murder for gain.
(*p*) Poisoning or Drugging.
(*r*) Robbery.

Class II—House-breaking and theft.

(*a*) Auger.
(*b*) Bolt hole.
(*c*) Chisel used.
(*d*) Door lifted off hinges.
(*d*2) Lifting latch by inserting hand or implement.
(*d*3) Opening door not locked.
(*e*) Eaves.
(*h*) Holes on the wall or manhole.
(*k*) Key (false) used to open lock or picking.
(*l*) Breaking lock or fastening.
(*r*) Roof-hole.
(*s*) Scaling (wall or roof).
(*t*) Threshold hole.
(*u*) Unclassified.
(*w*1) Window bars removed.
(*w*2) Window frame removed.
(*w*3) Inserting hand or stick through window (Day house-breaking may be indicated thus—II Day. School or Temple House-breaking may be indicated thus—II Sch. II—Te.)

Class III—House-theft.

(*b*1) Bogus visitor.
(*b*2) Bunk.
(*b*3) Bangalow.
(*c*1) Counter (Bank or Post office).
(*c*2) Clothes.
(*c*3) Clocks.
(*g*) Grains.
(*l*) Lanterns.
(*s*1) Schools.
(*s*2) Shops.
(*s*3) Servants.
(*s*4) Sleeping persons (from).
(*t*) Temple. For t1, t2, t3, & t4 see correction slip.
(*u*) Unclassified.
(*v*) Vessels.

Class IV.—Ordinary thefts.

(*a*) Agricultural implements (thefts of).
(*b*) Bandies of or from.
(*c*1) Cycles thefts.
(*c*2) Clothes.
(*d*) Children from.
(*e*) Electrical goods.
(*f*) Fairs and Festivals.
(*g*1) Grains.
(*g*2) Garden produce.
(*h*) Thefts from bathing ghats.
(*i*) Jewels.
(*l*) Lanterns.
(*m*) Motor cars (from).
(*p*) Pocket picking.
(*s*1) Snatching.
(*s*2) Sleeping persons (from).
(*t*) Time-pieces or watches or clocks.
(*u*) Unclassified.
(*v*) Vessels.
(*w*) Wire.

Class V—Cattle thefts.

(*b*) Buffaloes.
(*d*) Donkeys.
(*g*) Goats or sheep.
(*h*) Horses.
(*os*) Oxen for sale or ransom.
(*ok*) Oxen for skin or meat.
(*p*) Pigs.

Class VI—Receiving or possession of stolen property.

Class VII—Cheating.

(*b*) Bogus agent.
(*g*) Guilt jewels.
(*p*) Personation.
(*u*) Unclassified.

Class VIII—Counterfeiting.

(*c*) Making or passing counterfeit coins.
(*n*) Making or passing counterfeit notes.

Class IX—Criminal breach of trust or misappropriation.

(*c*) Cycles.
(*d*) Dhoby.
(*j*) Jewels.
(*s*) Servant or Clerk.
(*u*) Unclassified.

(2) The nature of the property stolen shall be detailed in column (4). In column (5) shall be noted each of the above crime classification heads which applies to the entry ; a single case often falls under two or three heads. In column (6) any useful information shall be noted respecting the offence or any discovery made during the investigation, including the names of the known or the suspected accused, with grounds of suspicion, any peculiarity in the commission of the offence, as the use of fire-arms or poisons, offences in temples and also the result of the case. A red line shall divide the entries relating to each lunar month taken from the full-moon day. G.O. Ms. 364, Home, 15 Feb. 1943.

(3) A page or more shall be reserved at the end of each year for a review of the crime of the year. This shall be drawn up by the Circle Inspector.

NOTE.—Cases in which investigation is refused under section 157 (1) (*b*), Criminal Procedure Code, need not be entered.

G.O. Ms. 812, Home, 14 Mar. 1944.

773. (1) The Annual Review of crime is an important item of work of the Circle Inspector and it is essential that he should give it his close and careful attention. The main objects of the Annual Review are to give a brief but comprehensive account of the salient features of the crime of the year in the stations of his circle to estimate the sources of undetected crime and indicate to his Sub-Inspectors ways and means of dealing with it. The review should furnish a concise appreciation of the year's crime for the benefit of superior officers and directions and suggestions that are likely to be of value to the station police. For the review to be effective, a careful and methodical study of the year's crime is needed. Fluctuations in the total crime or under the different heads when marked, special outbreaks of crime, activity of particular criminals or criminal organizations, towns and villages specially affected, are among the items that should receive attention. The possibility of the cases occurring in different areas of his circle forming a series and being connected should be carefully scrutinized and commented on. The nature of the work under the security sections done during the year and the results achieved should be briefly stated and directions in regard to future action under the sections should be recorded. The review should be of practical value and not a mere catalogue of the crime in the year. The close personal interest and application of the Inspector are essential in the preparation of this review.

(2) Inspectors' Annual Crime Reviews of the stations in their charge should be approved by the Superintendent, through the Subdivisional Officers, before they are entered in Part I of the station crime history of the stations concerned.

Part II—Crime Charts.

G.O. Ms. 2167, Home, 8 Aug. 1955.

774. (1) Part II shall consist of a crime chart or charts showing village boundaries and the principal physical features of the station limits and of the adjoining areas to a distance of from 5 to 10 miles outside the station limits. On it shall be entered at the spot representing the scene of offence, the major and minor classification of the offence [as given in Police Standing Order **772** (1)] and the date of occurrence, *e.g.*

$$\frac{\text{II-H}}{11/7} \text{ or } \frac{\text{II Sch.}}{11/9} \text{ or } \frac{\text{III (b2)}}{3/8}.$$

(2) The object of the station crime chart is chiefly to show where crime mostly occurs. The chart may be for a year, half-year, a quarter or a calendar month according as crimes are few or more numerous.

(3) A note giving the scale of the map, full moon dates, the dates of important festivals and shandies, and the names of the villages shall be entered on the map.

Part III and General Conviction Register.

G.O. Ms. 2167, Home, 8 Aug. 1955.

775. (1) Part III and General Conviction Register shall be in Form No. 129. The names of the following persons shall be entered in the register, except in the case of persons coming under, clauses (*e*) and (*f*) below whose finger-prints have been ordered by the Superintendent to be retained :—

(*a*) Persons convicted of offences under Chapters XII and XVII of the Indian Penal Code, for which a punishment of three years or upwards is prescribed.

(*b*) Persons convicted of offences under section 489-A to 489-D, Indian Penal Code (forgery of currency notes and bank notes).

(*c*) Persons convicted under sections of Chapter XVI of the Indian Penal Code referred to in the Schedule under the Madras Restriction of Habitual Offenders Act, 1948.

(*d*) Persons bound over under sections 109 and 110, Criminal Procedure Code and those convicted under section 65 of the Madras City Police Act.

(*e*) Persons convicted under section 64 of the Madras City Police Act.

(*f*) Unconvicted persons reasonably suspected to have committed offences with particulars of the offences, selected for inclusion with the approval of a Gazetted Officer. These shall be retained only so long as reasonable suspicion exists against them.

For clause (g) please see correction slip. (g)

(2) This register will contain convictions in cases registered at the station and of persons living in the station limits convicted elsewhere. If a conviction is reversed on appeal, the entry should be crossed out unless the person is brought under clause (*f*) of paragraph (1). In the 'Remarks' column of the form shall be entered a broad classification of crime committed by the criminal.

(3) The names of persons registered in Part III and General Conviction Register shall be struck off after a period of ten years from the expiry of their last sentence, provided in the case of persons for whom history sheets have been opened, the history sheets have been discontinued. The removal may be effected by Circle Inspectors. A Gazetted Police Officer may, however, sanction the removal of names at any time within the period mentioned above, if the retention of such names is considered unnecessary.

(4) Convicted and unconvicted persons not removed from Part III and General Conviction Register, shall be enquired about and checked at least once a year. If such persons are absent during the first enquiry, they shall be repeatedly enquired about until they are finally traced.

Part IV—History Sheets.

776. (1) Part V (Form No. 124) shall contain the history sheets of the persons resident permanently or temporarily in the station limits who are known or believed to be addicted to or to aid and abet the commission of crime, whether convicted or not, or who are believed to be habitual receivers. G.O. Ms. 364, Home, 15 Feb. 1943.

Only sheets Nos. 1, 3, 7 and 8 are to be maintained in the history sheet forms in use in stations. Sheet No. 9 should also be maintained, if a photograph of the criminal is available.

NOTE.—This sub-paragraph will not affect the History Sheets maintained in District Intelligence Bureau.

(2) At the back of sheet No. 1, below item 7, the following descriptive details should be shown :—

Age,
Height.
Complexion, and
Particular marks of identification.

(3) In sheet 8 under heading the "Current doings", entries which are informative and useful based on the facts ascertained both by the Sub-Inspector and his men since the date of last entry, shall be made monthwar for close watch bad characters and quarterly for non-close watch bad

characters. Anything of interest coming to notice in respect of a bad character during a month should be entered then and there, without waiting for the end of the month or the quarter.

(4) The entries in the various columns in the History Sheet should be checked up by the Sub-Inspector personally and brought up-to-date once a year. The fact of such verification should be certified by him in the column under the "Current doings."

Automatic opening of History Sheets.

G.Os. 532, Judl., 20 Feb. 1906 and 497, Law (Genl.), 10 Feb. 1923.

777. (1) History sheets shall be opened automatically at the time of conviction for persons convicted as under, and shall be retained for two years after release from jail.

Persons or how convicted.	Number of times convicted.
Persons released from transportations for life under Chapters XII and XVII, Indian Penal Code.	
Professional prisoners	
Indian Penal Code, sections 395 to 402	Once.
Indian Penal Code, sections 392 to 394, if convicted or liable to conviction under section 75, Indian Penal Code.	Twice.
House-breaking	Twice.
Theft	Thrice.
Conviction under section 109, Criminal Procedure Code.	Twice.
Conviction under section 110, Criminal Procedure Code.	Once.

NOTE.—(1) History sheets should be maintained for persons registered under the Madras Restriction of Habitual Offenders Act to whom Order No. 739 applies. Their closure should be governed by Order No. 740.

(2) Order No. 741 need not be strictly applied to such persons, but history sheets should be opened under that Order in respect of individuals for whom the Superintendent or Subdivisional Officer thinks it advisable on account of their active criminality.

(3) The History sheet of a Known Depredator, against whom an order has been passed under section 565, Criminal Procedure Code, shall not be closed until the period during which he is required to report changes of residence has elapsed.

(2) Persons convicted as above will be styled Known Depredators.

NOTE.—Inmates or ex-inmates of a Borstal Institution should not be styled as "Known Depredators."

Discontinuance of History Sheets.

G.O. Ms. 3929, Home, 5 Sep. 1950.

778. (1) History sheets shall be closed by the definite orders of a Gazetted Officer and shall be filed in the station. The history sheets of persons who have died shall be destroyed under orders of a Gazetted Officer. The Superintendent may order the closure of a history sheet at any time but a Subdivisional Officer may only do so on the expiry of the period named above.

(2) Where retention of a history sheet is considered necessary after two years of registration, orders of a Gazetted Officer must be taken for the extension in the first instance up to the end of the next December and further annual extensions from January to December.

(3) The above orders shall apply to Rowdy Sheets also.

Suspects.

779. (1) The following persons shall be classed as suspects and history sheets shall be opened for them under orders of the Superintendent or Subdivisional Officer, if so empowered by the Superintendent :—

(*a*) Persons once convicted under any section of the Indian Penal Code who are considered to be likely to commit crime ;

(*b*) Persons, not convicted, but believed to be addicted to crime.

(2) The following persons may be classified as rowdies and Rowdy Sheets (Form No. 125) may be opened for them under the orders of the Superintendent or Subdivisional Officer :—

(*a*) Persons who habitually commit, attempt to commit or abet the commission of offences involving a breach of peace.

(*b*) Persons bound over under sections 106 and 107, Criminal Procedure Code.

(*c*) Persons who have been convicted under section 75 of the Madras City Police Act or twice in two consecutive years under section 3, clause 12 of the Towns Nuisances Act.

(3) The fact that a history sheet has been opened for a suspect, other than an ordinary criminal, shall be kept confidential. G.O. 480, Judl., 10 Aug. 1921.

Not to be opened for wanderers.

780. (1) History sheets shall not be opened for criminals of no fixed residence.

(2) This restriction does not apply to persons who move about in a limited area such as two or three districts. History sheets should be opened for such persons at the Superintendent's discretion.

Period of Retention of History Sheets of suspects.

781. History sheets of suspects shall be maintained from the date of registration upto the end of December after which the orders of a Gazetted Officer as to their discontinuance, or retention for a further period from January to December where necessary shall be obtained. G.O. Ms. 3929, Home, 5 Sep. 1950.

Persons to be closely watched.

782. Persons for whom history sheets have been opened shall be informally watched by the Police or village headman.

Close watch bad characters should be written, K.Ds. first and then suspects, in red ink as contemplated in Police Standing Order No. 380 (3) followed by non-close watch bad characters in blue or black ink, in the same order. All these entries should be beatwar.

The date of the expiry of the History Sheet shall be noted in the remarks column against each bad character.

Whenever a History Sheet is opened for a bad character for the first time, he shall be under close watch.

The bad characters returning from jail should be under close watch. If they settle down and are of good character, close watch can be removed.

Index.

783. (1) The following indexes shall be maintained :—

G.O. Ms. 2868, Home, 27 Sep. 1944. (i) An alphabetical loose-leaf crime classification index to Part I and Part III and General Conviction Register as per list specified in Order No. 772 (1) in the form shown below :—

Volume and page number of		Name, father's name, village, Police station of the convict or suspect.	Crime number.
Part I.	Part III and General Conviction Register.		

(ii) An alphabetical index of persons entered in Part III end General Conviction Register.

G O. Ms. 364, Home, 15 Feb. 1943. (2) (i) A check register of persons entered in Part III and General Conviction Register shall be maintained in Form No. 130 villagewar, villages being arranged alphabetically.

(ii) Names of ex-convicts of the station who reside in the limits of other stations will be noted in this register separately stationwar.

(iii) At the end of each year, an abstract will be prepared in this register indicating the number of ex-convicts who are present, in jail, and out of view.

Bad Character Roll.

G.O. Ms. 109, Home, 10 Jan. 1948. 784. Movements to the limits of another station of persons brought on Part III and General Conviction Register, when such persons change their place of residence after release from

jail or after registration in this record, shall be communicated to that station by means of a bad character roll in Form No. 131 for entry in the register of that station. The roll will be returned with the page number of the register, on which the entry has been made, noted thereon. This page number will be noted in column (3) of the station register.

NOTE.—It is not necessary that Form No. 131 should be used for the communication of conviction particulars or for the transfer of history sheets. These can be done by using the Memo. Form Book. It is likewise unnecessary to send Bad Character Rolls with history sheet dossiers submitted to superior officers for orders regarding their retention or closure. Orders can be obtained on the dossiers themselves.

Death of registered habitual criminals.

785. The death of any person, registered in Part III and General Conviction Register shall at once be communicated to any station where he has been registered and entries regarding him shall be struck off the registers. G.Os. 1364, Judl., 5 Dec. 1922, and 400, Judl., 12 Sep. 1927.

Part V—Notes on important events.

786. Part IV of the Station Crime History (Form No. 123) shall contain notes on important factions and disputes, especially between castes and communities, and regarding the commission of serious breaches of the peace. Notes should be made therein regarding police 'bundobust' necessary for important festivals, etc. In short, any information which may be useful to a new station-house officer, having no previous experience of the station, should be entered in this register. One or more sheets, as may be necessary, should be kept for station information of a general nature. Information relating to different villages shall be recorded on separate sheets, headed by the names of the villages. All entries in this record shall be edited, signed and dated by the Circle Inspector. Only the station copy of this record is to be maintained. Circle Inspector will not maintain a copy with his circle records but will summarize all important points in the Circle Information Book—Vide order No. 221. G.Os. 1364, Judl., 5 Dec. 1922, and 400, Judl., 12 Sep. 1927.

History Sheets—Numbering.

787. History sheets shall be numbered serially in each police station.

Entries favourable to criminal to be made.

788. When any information favourable to an individual for whom a history sheet is being kept, is received, it shall be entered therein. G.O. 332, Judl., 20 Feb. 1906

Transfer of history sheets.

789. (1) The history sheet of a person who changes his residence to another station limits, shall be forwarded to that station through the Circle Inspector.

G.O. 1566, Home, 29 July 1936.

(2) The history sheet of a bad character who changes his residence from a police station in the State of Madras to a station in another State shall be forwarded by the station-house officer of the Madras station to his Superintendent of Police, through the usual channel, and the latter shall forward the sheet confidentially to the Superintendent of Police of the district in which the individual concerned has taken up residence. Reciprocal arrangements have been made with other States in this matter and history sheets of bad characters who have changed their residence from other States when received by the Superintendents of Police from the Police authorities of these States will be dealt with in accordance with orders Nos. 787, 788, 789 (1).

Weekly Crime Reports.

790. (1) The Station Crime History in all its parts shall be maintained in English.

(2) The Circle Inspector shall maintain an outline Crime Chart of the Circle showing station limits prepared in the same way as in stations.

(3) Superintendents and Subdivisional Officers shall similarly maintain Crime Chart showing station limits for the district and subdivision respectively. The period of currency of each chart is left to the discretion of the officer maintaining it. On this shall be entered all true cases relating to murder for gain, dacoity, robbery, house-breaking and house-theft. Any other class of crime unusually prevalent in the district, subdivision or circle may be shown on the Chart, or on a special Chart, as may be convenient. These maps shall be written upon receipt of crime cards and shall be corrected, if necessary, on receipt of the case diary.

(4) Superintendents and Subdivisional Officers shall also maintain in conjunction with Crime Charts, registers in Form No. 127 to enable them to keep a check on the case diaries, on crime and the progress of cases in their ranges. In the case of Superintendents the register and Crime Charts may be kept by the District Intelligence Bureau Sub-Inspector or by the camp clerk in the districts where there is no District Intelligence Bureau. In the case of Subdivisional Officers the register in Form No. 127 may be kept by the camp clerks while the Crime Charts should be kept by the officers themselves. A careful study of the distribution of crime and

the type of crime occurring may enable officers to draw deductions as to the criminals at work so that they may issue indicative instructions to their subordinates as to the line of investigations to be pursued.

(5) Specimens of Form No. 122 of the Crime Chart are given in Volume III.

Juveniles.

791. (1) A history sheet shall never be opened for a juvenile discharged from a Borstal or Certified School or released under section 562, Cr.P.C., or treated under the provisions of the Madras Probation of Offenders' Act nor shall he be treated as a bad character nor watched nor interrogated, unless suspected of committing crime.

(2) Where it can be avoided, it is obviously undesirable that a juvenile offender confined in the Borstal or Certified School should be prosecuted for an offence committed by him before his admission into the school. G.O. 1114 Judl., 23 July 1910.

Watching of Suspects.

792. The surveillance of a suspect, other than an ordinary criminal, shall be conducted in a confidential manner. G.Os. 332, Judl., 20 Feb. 1906, and 400, Judl., 12 Sep. 1927.

Entry in Village Headman's Register.

793. Persons for whom history sheets have been opened may, at the discretion of the station-house officer, be entered in the village headman's register of Known Depredators and Suspects (Appendix XVIII to the Village Officers' and Ryots' Manual, 1931 edition) and it shall be obligatory upon the village headman to report their movements to the Police station. G.O., 400, Judl., 12 Sep. 1927.

CHAPTER XLII.

SURVEILLANCE.

Reporting movements.

794. (1) Movements of persons closely watched under Order No. 782 and of those registered under the Madras Restriction of Habitual Offenders Act, 1948, shall be promptly reported by one station-house offcer to another in Bad Character Roll, Form A (Form No. 131). The receipt of such G.O. 332 Judl., 20 Feb. 1906.

roll shall be immediately acknowledged and a report as to the presence of the bad character made with the least possible delay. If the bad character is a person to be closely watched and becomes a temporary resident within the limits of another station, he should be entered by the Police of the latter station in the register in Form No. 64—vide Order No. 380.

(2) The roll shall be retained until the individual moves on, when it will be forwarded to the station of his destination. If this station is other than the one at which the criminal is registered, the station-house officer of the latter station shall be informed of the movement.

NOTE.—When persons closely watched under Order No. 782 are likely to use the railway, intimation of their movements should also be given to the nearest Railway Police Station.

Transmission of Bad Character Rolls to other States, etc.

* **795.** (1) Bad Character Rolls of Inter-State criminals shall be sent through the office of the Criminal Investigation Department. If the transmission of such rolls is urgent, a copy of the roll shall be sent to the Criminal Investigation Department, the fact of the original having been sent direct being noted thereon.

(2) In rolls intended for Ceylon the following particulars should be given :—

(*a*) In the case of a bad character serving as coolie in an estate—

(i) the Tamil name of the estate, which must be one of those referred to in the list of estates given in Ferguson's Directory ;

(ii) the name of the nearest Post Office ; and

(iii) the name of the kangani and, if possible, of the sub-kangani ;

(*b*) In the case of others—

(i) the post town,

(ii) the nearest kaddies or bazaar,

(iii) the name of the man under whom the subject of the roll is working, and

(iv) if in Colombo or Kandy, the quarter and number of the house and garden.

(3) On Bad Character Rolls intended for East Africa will be noted whether the man's finger-prints are on record, in which case the Bureau serial number or the date of sending the Finger Print Slip to the Finger-Print Bureau shall be entered in the District Police Office, in order that the finger-print classification may be communicated to the Police at Nairobi.

(4) Bad Character Rolls intended for the Malayan Union, Kuala Lumpur, will be sent with a half-plate photograph of the original finger impressions of the bad character on record in the Bureau. To facilitate the tracing of the individual by the Madras Finger-Print Bureau, the roll should contain particulars of his previous convictions in detail with Bureau Serial number or the dates on which his finger-prints were originally sent to the Bureau for record. The photograph mentioned above will be taken and forwarded by the Criminal Investigation Department.

(5) All Bad Character Rolls for places outside India must be written in English and must, in addition to the sections of the Indian Penal Code describing the offence he has committed or is in the habit of committing, contain a description of the offence in words.

(6) In the case of a criminal who is known to have gone to another State, a Bad Character Roll in Form No. 131 shall, if written in English, be sent direct to the station-house officer of the station in the other State. If, however, the rolls are written in the regional language, they shall be sent through the Superintendent who will forward them with a translation. G.Os. 1566, Home, 29 July 1936, and 2726, Home, 16 Oct. 1936.

Presence of suspicious stranger.

796. (1) When a stranger of suspicious conduct or demeanour is found within the limits of a Police station, the station-house officer shall forward a Bad Character Roll, Form B (Form No. 132), to the police station in which the stranger alleges that he resides. The receipt of such a roll must be immediately acknowledged and a prompt reply returned. G.O. 332, Judl., 20 Feb. 1906.

(2) If the suspicious stranger alleges that he resides in another State, a Bad Character Roll in Form B (Form No. 132) shall, if written in English, be sent direct to the station-house officer of the station in the other State. If, however, the roll is written in the regional language, it shall be sent through the Superintendent of Police who will forward it with a translation. G.Os. 1566, Home, 29 July 1936, and 2726, Home, 16 Oct. 1936.

Bad Characters going O.V.—Issue of O.V. cards.

797. When a bad character goes out of view, the information should be broadcast in Form No. 133 to the Police stations having jurisdiction over the places likely to be visited by the bad character and also to the neighbouring stations, whether such stations are in this State or in another State. Copies of the card should be sent by the Station-house Officer concerned to his Circle Inspector and to the District Intelligence Bureau of his district.

Transfer of Criminals to jails of native place P.R./T system.

798. (1) All prisoners registered under the Madras Restriction of Habitual Offenders Act, 1948, as well as all dangerous convicts who are likely to revert to crime on release and who are not residents of the State in which they are sentenced, have to be transferred two months before their release to the jails of their native districts.

(2) Endeavour shall be made to trace the prisoner's native place through the Finger Print Bureau, which should make a reference to the Bureau of the State to which the prisoner is suspected to belong.

G.O., 841, Judl., 8 June 1901.

(3) If the native place of the prisoner is ascertained and the District Superintendent decides that he should be transferred, intimation should be sent immediately to the Superintendent of the Jail by a P.R./T. Slip (Form No. 134), and a counterpart of the P.R./T. Slip shall be sent to the District Superintendent of the district to which the prisoner belongs.

(4) This system should invariably be applied to Chapparbands.

G.O. 497, Law (Genl.), 10 Feb. 1923.

NOTE.—The system of registering criminals as P.R., or P.R./T. should not be applied to any inmate or ex-inmate of the Borstal Institution.

Release of Foreign Prisoners—Report to be made to the C.I.D.

799. Before the release of a foreign prisoner who is convicted for an offence of the type in which finger-prints would ordinarily be taken for record under the rules, a report should be sent by the Superintendent of the district in which the case was registered, to the C.I.D. for transmission to the Director, Intelligence Bureau, Government of India, giving information regarding date, route, boat, etc., on or by which the prisoner will be travelling, in order that such information may be transmitted to the country of the man's origin.

Shadowing of convicts on release.

800. The following are the rules for the shadowing of convicts on their release from jail :—

(1) Only those convicts who (i) have no fixed abode, or (ii) are not likely to return to their native place on release or (iii) are exceptionally dangerous shall be shadowed.

(2) The Superintendent shall decide which convicts have to be shadowed. For this purpose the Sub-Inspector will note on the Conviction Memorandum for Finger Print purposes (Form No. 140) whether shadowing is necessary or not. The Circle Inspector will pass a final order.

(3) The fact that the convict is to be shadowed shall be entered in the District Police Office in the Finger-Print Register (Form No. 148) and communicated in Form No. 136 to the Superintendent of the Jail where the convict is imprisoned, who will note in red ink the letters P.R./S. (Police registered prisoner for shadowing) above the number of the convict in the Conviction Register, the Committal Warrant, the History Sheet, the Release Register and finally in the monthly release lists sent to the Superintendents.

(4) On receipt of the release list, the Superintendent of the district in which the jail is situated and, in the case of Madras City, the Commissioner, shall make a list of P.R./S. convicts, in Form No. 135 and communicate it to the officer in charge of the police station in the limits of which the jail is situated, with orders to arrange for the shadowing of the selected prisoners. This Officer will also arrange to give sufficient previous information to the local Railway Police in a case where the ex-convict is likely to travel by train and to the local District Police where the ex-convict is to detrain, and he will point him out on release to the Railway Police and it shall be the duty of the Railway Police to arrange for and undertake the surveillance of bad characters till they are handed over to the District Police who will on their part depute police constables to the various railway stations where the ex-convicts are likely to detrain.

(5) An ex-convict who travels by road shall be kept under observation by the Police of the district until he leaves their district, when intimation of his arrival will be given to the Police of the next district.

(6) When an ex-convict breaks his journey, instead of proceeding to the place to which he was granted a ticket, the Railway Police shall inform the District Police of the locality where the ex-convict alighted. The Police of the place where he broke his journey will then be responsible for keeping him under observation.

(7) (*a*) A constable deputed for shadowing an ex-convict shall enter the fact in his note-book, in which he shall also take the signature of the constable to whom he passes on the surveillance.

(*b*) The constable shall be furnished with a chalan in Form No. 137 showing the particulars of the ex-convict to be shadowed. This form shall be returned by the station-house officer of the station where the ex-convict takes up his residence or passes out of view to the District Police office of the district where the jail is situated, or to the Commissioner in the case of Madras City, and shall be filed in that office.

(8) Ex-convicts should be kept in view, but on no account should restraint be put upon their movements.

NOTE.—Adolescents released from Borstal Schools should not be shadowed and Superintendents of Police are required to see that they are not marked P.R./S. at the time of conviction.

Jali Release List.

G.O. 1916, Home,(Judl.,) 6 Aug. 1920.

801. (1) Superintendents of Jails are required, by the provisions in the Jail Manual, to send to Superintendents of the districts in which the jails are situated, before the 15th of each month, a list of—

(i) prisoners registered for shadowing (P.R.S.) in accordance with Order No. 800 ;

(ii) prisoners convicted under the Madras Restriction of Habitual Offenders Act, 1948 ; and

(iii) those imprisoned under the bad livelihood sections to be released during the next ensuing month and a similar list to the Superintendent of the district in which the prisoners' homes are situated or in which they may have been convicted. In the latter case, the Superintendent should, on receipt of the jail release list, give information regarding the release to the Superintendent of the district in which the prisoners' homes are situated.

(2) In addition to the list to be sent before the 15th Superintendents of Jails, will, if necessary, send a supplemental list containing the names of prisoners admitted after the 15th of each month and who will be released during the next ensuing month.

(3) Whenever there is delay in the receipt of release list from Jails, the matter should be reported to the Inspector-General who will bring it to the notice of the Inspector-General of Prisons.

Extracts to be sent to stations.

(4) Extracts from release lists shall be communicated by Superintendents through Circle Inspectors to the stations within the limits of which the prisoners' homes are situated, and Sub-Inspectors shall, after a reasonable time, return these extracts through their Inspectors, noting thereon whether the prisoners referred to have returned to their homes or not.

Heinous offenders granted remission.

G.Os. 207, Judl., 31 Jan. 1895; 711, Judl., 4 Apr. 1895, and 400, Judl., 12 Sep. 1927.

802. In the case of dacoits and persons convicted of other heinous organized crimes the Superintendents of Jails will, under the rules in the Jail Manual, note in the monthly lists of releases to be furnished to Superintendents the

period of remission earned under Jail Mark rules, which should be passed under police surveillance. These released convicts will be considered as persons who ought to be 'closely watched' under Order No. 782 and the ordinary police surveillance over Known Depredators will generally meet their case. If, however, in any instance, the Superintendent thinks stricter surveillance necessary, the special orders of the Inspector-General should be obtained.

Convicts released on medical grounds.

803. A convict released by Government on medical grounds is required under the conditions of his release, to report himself to the Superintendent of the district in which he wishes to reside, immediately on release and once in each month thereafter, and not to leave the district without the Superintendent's permission. The conditions to which he subscribes before release are set forth in the Appendix.* G.Os. 1942, Judl., 23 July 1876, and 163, Judl., 23 Jan. 1888.

Life Convicts conditionally released.

804. (1) (*a*) In the case of life convicts conditionally released, it has been made a condition of their release that they shall proceed under Police escort from the place of release to their destination. The Government of India have decided that such convicts shall be escorted under the existing rules for the escort of prisoners, except that they shall not be handcuffed. G.O., 1266, Judl., 10 Aug. 1905.

(*b*) The Railway Police shall render any assistance necessary.

(2) The terms of conditional release are given in the Appendix.*

Instructions regarding watching ex-convicts ordered to notify residence.

805. The following instructions are issued with regard to ex-convicts ordered to notify residence under section 565 (3), Criminal Procedure Code :—

(1) Each station-house officer is responsible for maintaining a correct list of ex-convicts ordered to notify residence in Form No. 138 which shall be hung up in the station. The village notified and date of release will be entered from jail release lists.

NOTE.—This order does not apply to Railway Police Station.

(2) When an ex-convict does not appear at the place notified within a reasonable time, the station-house officer shall report the fact to the Superintendent for inquiry to be made.

* Vide Volume II.

(3) Ex-convicts ordered to notify shall be watched in the same way as other dangerous criminals and their intended movements, of which they give notice, and movements communicated by Bad Character Rolls (Form No. 131).

(4) The certificate prescribed by rule 7 of the Rules framed by Government is in Form No. 139. A copy of the certificate shall be attached to the copy of the General Diary sent to the office and remain filed with it.

(5) (*a*) Prosecution of ex-convicts for breach of the rules shall not be undertaken without the sanction of the Superintendent or the Subdivisional Officer.

(*b*) The offence falls under the second part of section 176, Indian Penal Code.

(6) The rules framed by Government are printed in the Appendix.*

CHAPTER XLIII.

THE MADRAS RESTRICTION OF HABITUAL OFFENDERS ACT, 1948, AND THE MADRAS RESTRICTION OF HABITUAL OFFENDERS RULES, 1949.

Habitual Offender.

806. A habitual offender is one who has been sentenced to a substantive term of imprisonment, such sentence not having been set aside in appeal or revision, on not less than three occasions, for one or another of the offences **under the Indian Penal Code set forth in the Schedule to the Madras Restriction of Habitual Offenders Act, each of the subsequent sentences having been passed in respect of an offence committed after the passing of the sentence on the previous occasion. [Section 2 (4).]

NOTE.—(1) The demand of a security for good behaviour under section 110, Criminal Procedure Code will amount to the passing of a sentence of substantive imprisonment, for the purpose of the above definition.

**(2) The following are the offences under the Indian Penal Code enumerated in the Schedule to the Act :—

Sections 231, 232, 233, 234, 235, 239, 240, 242 and 243 under Chapter XII, sections 299, 307, 308, 310, 322, 326, 327, 328, 329, 332, 333 and 369 under Chapter XVI, and sections 382, 383, 385, 386, 387, 390, 391, 393, 394, 397, 398, 399, 402, 457, 458, 459 and 460 under Chapter XVII.

Notified Offender.

807. A notified offender is a habitual offender against whom a notification under section 3 of the Act has been issued and is in force.

* Vide Volume II.

Ex-Notified Tribe Members, who are Notified Offenders under the Act.

808. Such of the ex-notified tribe members, whose registrations under the Criminal Tribes Act, 1924, were in force on 29th April 1948 (date of coming into force of Madras Restriction of Habitual Offenders Act, 1948) become notified offenders for the purposes of this Act, provided they satisfy the following conditions :—

(1) If they have been ordered to give security for good behaviour under section 110, Criminal Procedure Code or

(2) if they have been convicted under section 24 of the Criminal Tribes Act, 1924 or

(3) if they have been convicted of a non-bailable offence under any other law ;

after 29th April 1943 i.e., within a period of five years preceding the commencement of this Act [Section 16 (1)].

Persons registered under Habitual Offenders Act of 1943.

809. Persons who have been notified under the Madras Restriction of Habitual Offenders Act, 1943 (since repealed) and whose registrations under that Act were in force on 29th April 1948, continue to be notified offenders for the purposes of this Act. [Section 16 (2).]

Notification by the Collector.

810. (1) Persons mentioned in Police Standing Order No. 806 should be notified under the Act by the issue of a notification by the Collector.

(2) No such notification is necessary in respect of persons mentioned in Police Standing Order No. 808 or 809. The cases of all persons registered under Section 16 (1) of the Madras Restriction of Habitual Offenders Act, 1948, should be reviewed with reference to each such person whether he would come within the definition of a 'Habitual Offender' in Clause (4) of Section 2 of the Act. If, on examination of the facts, it is found that he had committed offences in recent years so as to bring him within Section 2 (4), then a notice has to be issued to him to show cause why the restrictions against him should not be continued. In such a case, the order would really be in the nature of a fresh Order under Section 3. If the person affected would not fall within the definition of 'Habitual Offender' so that a further order could not be made in his case, his registration should be cancelled formally. G.O. Ms. 4918, Home, 9 Dec. 1949.

Restrictions on all Notified Offenders.

811. The following are the restrictions on a notified offender under the Act :—

(i) Intimation of residence, change or absence from residence (Section 5) ;

(ii) Restriction of movement to specified area (Section 6) ; and

(iii) Placing him in Settlement (Section 8).

Place of residence.

812. The place of residence furnished by the Notified Offender at the time of his registration shall be taken as the place of his residence (Rule 11).

Identification Rolls.

813. Every notified offender shall be supplied with an identification roll in Form XI prescribed under the Madras Restriction of Habitual Offenders Rules, 1949. An acknowledgment for the receipt of the identification roll with the left-thumb impression of the notified offender shall be attached to the personal sheet of the notified offender [Rule 10 (1) and (2)],

Obligations of Notified Offenders under the Act.

814. (1) Every notified offender shall give his identification roll for examination or inspection when required by any Police Officer or Magistrate, or any other person authorised by the Collector in this behalf [Rule 10 (3)].

(2) Every notified offender who intends to leave, permanently or temporarily, the village in which he is residing, shall before his departure, intimate the headman of such village and shall obtain from him a certificate in Form XIII and shall comply with the specifications contained in the certificate (Rule 12).

(3) Any notified offender who intends to leave his house during night between 10 p.m. and 5 a.m. on any day to go to any other place within the same village, shall before his departure intimate to the headman of the village with details of the time when he intends to leave and return and the place or premises to which he is going (Rule 12-A).

Notified Offenders who may be exempted.

815. Any notified offender may be exempted by the Collector from the obligations imposed by section 5 of the Act, either conditionally or unconditionally. Such exemptions should be granted when a notified offender is old,

sick, or infirm, or is otherwise incapacitated from committing crime, and if he has continued to be of satisfactory conduct for a period of three years after his last release from jail. If, however, he reverts to crime, the exemption will be revoked and obligation of the provision of section 5 will be reimposed. (Rule 21.)

816. The Superintendents of Police may be authorised by the Collector by a general order, to exempt any notified offender from reporting any temporary absence of his, for a period not exceeding four months at a time.

Penalty under the Act.

817. Any notified offender who violates any of the provisions of the Act or any notification, rule or order made thereunder, shall be punishable (*a*) on a first conviction with imprisonment for a term which may extend to six months, or with fine which may extend to Rs. 200 or with both, and (*b*) on a second or subsequent conviction, with imprisonment for a term which may extend to one year or with fine which may extend to Rs. 500 or with both.

Convictions to be noted in Part III and General Conviction Register.

818. Convictions under this Act and for offences referred to in the various sections mentioned in the schedule to this Act (vide Note 2 under Police Standing Order No. 806) shall be entered in Part III and General Conviction Register.

Arrests under the Act.

819. Section 12 provides for punishment for any notified offender who contravenes any of the provisions of the Act or rules thereunder. The maximum punishment provided therein is one year with or without fine not exceeding Rs. 500. As such, offences under the Act are non-cognizable, by virtue of the Schedule II to the Criminal Procedure Code relating to offences under other laws. So, no Police Officer can arrest without warrant any notified offender for an offence under section 12 of the Act. Section 13, however, provides for the arrest without warrant by any Police Officer of a notified offender whose movements have been restricted under section 6 or who has escaped from a Settlement in which he has been placed under section 8.

Permanent records to be maintained.

820. The records mentioned in Police Standing Order No. 765 will be maintained in a Police Station in respect of notified offenders residing in its limits.

Powers and duties of a Station-house officer.

821. (1) Any Police Officer not below the rank of Sub-Inspector may at any time inspect the residence of a notified offender. (Rule 19.)

(2) Any Police Officer is competent to pay domiciliary visits within his jurisdiction to any notified offender with a view to verify the presence of such notified offender and it is the duty of such notified offender to appear before such Officer. (Rule 20.)

(3) Each village headman should maintain a list of notified offenders residing within his limits. It is the duty of the Station-house officer to see that this list is maintained correctly and up to date. The list may be inspected, checked and corrected by a Police Officer not below the rank of a Sub-Inspector. [Rule 11 (2).]

(4) Station-house officers shall from time to time, examine cases of persons residing in their station limits, including those in jail, who come within the definition of a 'Habitual Offender' and submit proposals to the Superintendent for addressing the Collector to notify them under the Act.

(5) If a notified offender who has been exempted by the Collector reverts to crime, or is suspected to aid or abet the commission of offence, the Station-house officer shall report the same to the Superintendent of Police to enable him to address the Collector to reimpose the obligations of the provision of section 5 on such a notified offender. [Rule 21 (4).]

(6) If, in the opinion of a Station-house officer the movements of any notified offender residing in his limits should be restricted to any particular area, he should report the matter to the Superintendent of Police with a request to address the Collector to take necessary action under rule 22.

Duties of Circle Inspector.

822. At the time of his periodical inspection of the station, the Circle Inspector shall scrutinize all the relevant records to satisfy himself that all those persons who fall within the definition of 'Habitual Offenders' have been proposed by the Station-house officer for registration under the Act.

CHAPTER XLIV.

FOREIGNERS, FOREIGN NOMADS, PATHANS AND STRANGERS.

Definition.

* **823.** For Police purposes "foreigner" means any person who is not a native of Southern India. It applies to persons whose residence in the Madras State is either permanent or temporary.

Foreigners of good character not to be reported.

* **824.** No report need be made about foreigners who have come to the Madras State on *bona fide* purposes, or about whose conduct and demeanour there is nothing suspicious.

Reporting Foreigners.

* **825.** Upon the appearance of a foreigner, about whose conduct or demeanour the Station-house officer entertains a suspicion, he should submit a roll in Form No. 132 to the Superintendent through the Circle Inspector and the Subdivisional Officer, having the foreigner watched unobtrusively, if necessary.

Reporting movements of foreigners.

* **826.** The District Superintendent will decide whether the movements of the foreigner should be watched or not. If he decides in the affirmative, the movements of the foreigner should be reported to the Criminal Investigation Department direct by post by the Station-house officer concerned in Form No. 132 and to the Superintendent through the Circle Inspector and the Subdivisional Officer in the same manner.

Watching.

* **827.** (1) A foreigner whose movements have been ordered or recommended to be watched should not be followed nor escorted. Watching should be done unobtrusively only.

(2) The Station-house officer of the station whose limits he is about to enter should be warned by the speediest means available to expect his arrival and the Superintendent should inform the Superintendent of the district into which he moves, of the movement.

Complicity in grave crime to be reported to C.I.D.

***828.** If a foreigner is suspected of having taken part in a grave crime, the Criminal Investigation Department should be immediately informed by the Station-house officer or any officer above him.

Accounts given to be tested.

***829.** The account given of themselves by foreigners should be tested as far as possible and not be accepted too readily.

Certificates not to be given to wandering gangs of foreigners.

G.Os. 2088, Rev., 12 July 1912 and 848, Judl., 13 June 1903.

***830.** Members of wandering gangs of foreigners such as Iranian Nomads, Kabulis and Afghans, etc., should on no account be granted safe conduct passes or certificates by any Police Officer.

Suspicious Foreigners.

831. Members of the tribes mentioned in the previous order numbering less than five males should be dealt with as 'Suspicious foreigners'.

To be closely watched.

G.O. 848, Judl., 13 June 1908.

832. (1) Gangs of Foreign nomads require close watching as they are apt to be lawless and to terrorise the people.

(2) If they commit offences or are unruly, they should be proceeded against for specific offences committed and under the security sections of the Criminal Procedure Code.

(3) No licences for arms should be granted to them. If found in possession of arms, they should be promptly disarmed.

(4) Gang of Foreign nomads who come from beyond India may, if necessary, be removed from India under section 3 (2) (*cc*) of the Foreigners Act of 1946 (Act XXXI of 1946).

Reporting presence of Foreign Nomads.

833. The entry of a gang of Foreign nomads into a district should be reported to the Superintendent by the Station-house officer direct, by wire if available, and their movements to the Criminal Investigation Department direct and to the Superintendent, in Form No. 132. The behaviour of the gang and any complaints or cases against its members should be noted in the reports.

Pathans.

834. Pathans coming from Afghanistan and other territories on the North West of India should be carefully watched as they are much given to stealing and smuggling of rifles and parts of rifles, revolvers and ammunition. A sharp look-out should be kept for any indication of their being engaged in such traffic. Recourse to section 3 (2) (*cc*) of the Foreigners Act, 1946 (Act XXXI of 1946), should be had, whenever, necessary. G.O. 1552, Judl., 27 Sep. 1905.

Strangers.

835. (1) The Police should take note of suspicious strangers. Station-house officers should arrange for a careful watch of strangers whose actions give rise to decided suspicion. Preventive action may be taken against them under sections 55 and 109 of the Criminal Procedure Code.

(2) Bad Character Roll Form B (Form No. 132) is to be used for making inquiries about suspicious strangers.

CHAPTER XLV.

FINGER-PRINTS AND PHOTOGRAPHS.

Finger-Print Bureaux.

836. (1) In each State there is a Finger-Print Bureau in which the finger-prints of criminals are kept on record. Bureaux have been established at the following places :—

Within the Indian Union.

Assam	Shillong.
West Bengal	Calcutta.
Bihar	Patna.
Bombay	Poona.
Bombay City	Bombay.
Bombay (Gujarat region)	Ahmedabad.
Madhya Pradesh	Nagpur.
Madhya Bharat	Indore.
Madras	Vellore.
Mysore	Bangalore.
Hyderabad (Deccan)	Hyderabad.
Orissa	Cuttack.
Rajasthan	Ajmer.
East Punjab	Phillaur.
Kerala	Trivandrum.
Uttar Pradesh	Allahabad.

Outside the Indian Union.

Burma	Insein.
Ceylon	Colombo.
Malayan Union	Kualalampur.
Pakistan	Karachi.

Address of Madras Bureau.

(2) References to the Bureau at Madras should be addressed to

"The Superintendent,
Finger-Print Bureau,
Vellore (North Arcot)".

Finger-Prints : Definitions.

(3) (*a*) 'Finger-Prints' include prints of the thumb and are either 'rolled' or 'plain'.

Rolled print.

(*b*) A 'rolled' print is obtained by placing the inked thumb or finger on the paper so that the plane of the nail is at right angles to the plane of the paper. The thumb or finger should then be pressed lightly on the paper and turned over so that the bulb surface which originally faced, say, to the left, faces to the right, the plane of the nail being again at right angles to the paper.

Plain print.

(*c*) A 'plain' print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.

Unidentified.

(*d*) 'Unidentified' means a person whose residence and antecedents are not known.

Untraced.

(*e*) 'Untraced' means a person against whom no previous convictions have been traced.

Proficient.

(*f*) 'Proficient' means an officer who has been declared by a Superintendent of Police or in the City of Madras by the Commissioner of Police to be qualified to take clear and well-rolled impressions.

Expert.

(*g*) 'Expert' means an officer who has been declared by the Deputy Inspector-General of Police, Railways and Criminal Investigation Department, Madras, to be competent to examine, classify and give an expert opinion on finger impressions.

(*h*) 'Bureau' means a Finger-Print Bureau.

(*i*) "Foot-print Expert" means an officer, not below the rank of a Sub-Inspector of Police, who has been declared by the Deputy Inspector-General of Police, Railways and C.I.D., Madras, to be competent to take, examine, and identify foot-print impressions and to give expert opinion on foot-print impressions.

Method of taking fingerprints : Appliances.

(4) (*a*) The appliances required for taking-finger prints comprise a glass slab, an India rubber roller and a pot of printer's ink. These must be kept scrupulously clean and free from dust, grit and hairs. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The roller, when not in use, should be kept wrapped up in a piece of clean oiled paper. Both slab and roller should periodically be cleansed with soap, benzine or kerosene. The pot of ink should be kept tightly closed when not in use.

Preparation of Appliances.

(*b*) The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of the ink should then be put on the slab with the point of a knife and the roller used to bring it down to the finest possible film so that the glass is dimly visible through the ink. Experience has shown that it is easier to start with a very small quantity of ink and to increase it as necessary. If too much ink has been put on the slab, a sheet of paper laid on it and rolled over with the roller will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance it can be worked up smooth on the slab.

Inking the fingers.

(*c*) The fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. Only the inner portion of the upper phalanges of the fingers should be inked. To take a 'rolled' impression, place the finger on the inked slab, the

plane of the nail being at right angles to the slab, and turn over till the bulb surface which originally faced to the left, now faces to the right. For a 'plain' impression, place the ridge surface of the finger flat upon the inked slab.

Taking impressions.

(*d*) Prints should invariably be taken on the authorized Finger-Print Slip (Form No. 141). In the slip, space has been provided for the 'rolled' prints of all the ten digits as well as for the 'plain' prints of the four fingers of each hand. The headings of the slip are self-explanatory.

Slips to be folded for taking 'rolled' prints.

(*e*) For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with the edge of the table.

Order of taking prints.

(*f*) The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of the right hand have been taken, the operator should take the 'plain' prints of the four fingers of that hand simultaneously in the space provided for them on the slip. When the right hand has been finished, the operator should proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner.

Entry of details on slips.

(*g*) When the finger prints of both hands have been taken, the slip should be turned over and the subject's name, residence, details and convictions filled in. The subject should then sign the form or make his mark if unable to write, and immediately afterwards 'plain' print of his left thumb should be taken in the space provided for the purpose.

Points to be noted in preparing slips.

(*h*) The following points should be specially noted in preparing Finger Print Slips :—

(i) Impressions must invariably be taken with the tip of the finger pointing to the top of the form, except in the case of the 'plain' print of the left thumb on the reverse of the slip.

(ii) The 'rolled' prints should show the complete contour of the bulbs of the fingers. One delta in the case of the 'loops' and two in the case of 'whorls' should be visible.

(iii) The 'rolled' print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression of only the upper phalanx of the finger should appear.

(iv) All names, whether of persons or places, should be written legibly, all entries should be as concise as possible and convictions should be entered in chronological order.

Deformities.

(*i*) If a finger is missing or is so deformed that it is impossible to obtain an impression, the fact should be noted in ink in the space allotted for that finger by the words 'missing' or 'deformed'. In the case of double fingers, the prints of both fingers should be taken, if possible, and the print of the more prominent of the two invariably. Deformities, cuts, scars and disease marks interfering with the clearness of the impressions should be fully described, and it should be stated if they are temporary or permanent. Subjects suffering from open cuts or scars in any of the upper phalanges of the fingers should not (if this can be arranged) have the prints of such fingers taken until the cuts or scars have healed.

Persons whose finger-prints should not be taken.

(*j*) Finger-prints of lepers are not to be taken on any account. Persons suffering from contagious and infectious diseases should not have their finger-prints taken until completely recovered.

Finger-Prints : by whom to be taken.

(*k*) Finger impressions shall be taken only by officers declared by a Superintendent or, in the City of Madras, by the Commissioner of Police, to be qualified to take clear and well-rolled impressions.

Persons whose finger-prints are to be taken for record.

837. The finger prints of the following persons, juvenile (excepting those sent to certified schools) or adult, male or female should ordinarily be taken for permanent record :—

(1) Persons convicted, or re-convicted, of offences punishable on a subsequent conviction under Section 75 of the Indian Penal Code.

NOTE.—This rule should be worked with great care and finger-prints should always be taken when there is any doubt as to the wandering habits of the criminals.

(2) Persons convicted under the bad livelihood sections of the Criminal Procedure Code.

(3) Persons convicted of impersonating a public servant (section 170), poisoning (section 328), kidnapping, etc. (sections 363 to 373), cheating (sections 417 to 420), counterfeiting currency notes (sections 489-A to 489-D) of the Indian Penal Code.

(4) Persons convicted of thefts of arms and ammunition or under the 'Arms, Opium or Dangerous Drugs Act' in circumstances creating suspicion that they are illicit dealers in 'Arms, Opium or Cocaine, etc.'

(5) Foreigners when convicted for offences punishable with rigorous imprisonment for a term of one year or upwards under the Indian Penal Code.

(6) Persons notified under the Madras Restriction of Habitual Offenders Act, 1948, convicted of offences under Section 12 of the Act, and of any of the offences narrated in the schedule to the said Act.

(7) All persons, not specially provided for above, regarding whom it is considered desirable that there should be a permanent record.

These include—

(*a*) All persons reasonably suspected to be professional itinerant criminals even though not convicted. In such cases the finger-print slips should contain full details of the circumstances under which the suspect has come into the hands of the Police.

(*b*) Persons ordered to be deported from India under the Foreigners' Act, 1946 (Act XXXI of 1946).

(*c*) Persons of disreputable antecedents.

(*d*) Persons who take part in violent crimes whether political or non-political involving injury to body, life or property.

(*e*) The following classes only of persons connected with political offences :—

(i) Persons who use aliases or otherwise endeavour to conceal their identity to facilitate commission of political crime ;

(ii) Persons of disreputable antecedents convicted for picketing and similar forms of civil disobedience ; and

(iii) Persons about whom, because of their hidden activities it is desirable that there should be a permanent record. This does not apply to well-known persons unlikely to engage in surreptitious undertakings.

(*f*) Persons convicted under the Untouchability (Offences) Act, 1955 (Central Act No. 22 of 1955), and under the Temple Entry Authorization Act, 1947 (Madras Act V of 1947).

NOTE.—(1) The finger-prints of persons referred to in Clauses (*a*) and (*c*) should be taken for record after their arrest, but not in jails, subject to the provisions of Act XXXIII of 1920. G.O. Ms. 3992 Home, 6 Sep. 1941.

(2) As many slips must be prepared as are required for record in (*a*) the local Finger-Print Bureau, (*b*) the Bureaux of the States of which the persons are alleged to be residents and (*c*) the Bureaux of the State or States where their operations are known to have extended.

(3) Whenever a foreigner is convicted of an offence of the type which finger-prints would ordinarily be taken for record under the rules, the finger-prints and photographs should be taken in *duplicate* and sent by the Superintendent of the district in which the case was registered for record in the local Bureau and for transmission to the Intelligence Bureau (Ministry of Home Affairs), Government of India, through the C.I.D.

(4) The term 'political offence' is unknown to law and does not admit of any precise definition. There is, however, an initial presumption that the following offences come within this category, namely, offences under Sections 121-A, 124-A, 131 and 153-A of the Indian Penal Code and Section 108 of the Code of Criminal Procedure, and offences under the Criminal Law (Amendment) Act, the Seditious Meetings Act and Special Acts or Ordinance issued with the express purposes of dealing with a political movement. G.O. No 3180; Law (General), 25 Aug. 1931.

Procedure regarding finger-print slips to be sent for record by Station-house officers.

838. (1) Station-house officers are responsible for the taking of finger-prints of persons, who, on conviction, have to be finger-printed under the previous order. Two sets of finger-prints shall be taken on the arrest of the accused person and the name and other particulars filled in immediately after recording the prints. In the case of finger-prints of females, 'Female' should be written on the front page top of the form in bold type. One set will be sent for search and the other set will be sent for record in the event of conviction. The Station-house officer will, at the time of arrest, fill up the description of the arrested person in Form No. 141, sign on the first page, and send one set for search to the Finger-Print Bureau as contemplated in Police Standing Order No. 839 (1). If the person charged is convicted he will fill in all the particulars of the conviction, if he is an unidentified person, and if a reconvicted person enter all the particulars of his previous convictions in chronological order with their Finger-Print Bureau serial numbers and his last conviction in the second set of finger-print slip and forward it to the District Intelligence Bureau together with the conviction memorandum (Form No. 140). A bold note as 'Reconvicted' or 'Unidentified' should be made on the top of the Form No. 141 and the finger-print slip should be folded in accordance with the directions on the form. If the prisoner is not convicted, the Station-house Officer will file the finger-print slip taken by him along with the station copy of the case diary.

(2) Should the Superintendent decide on Form No. 140 that the finger-prints of an accused person undergoing imprisonment in a jail are to be recorded, the conviction

memo. will be numbered, and if the finger-print slip is obviously unfit for record in the Bureau, the finger-print head constable attached to the District Intelligence Bureau of the district in which the jail is situated will prepare a fresh slip, to be kept in open files to await the arrival of the Finger-Print Tester, who will proceed according to the instructions in Order No. 845 below.

Duties of the District Police and search references.

839. (1) The finger-prints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge will be taken on Form No. 141 by the Station-house officer and submitted to the Bureau at Vellore for search in Form No. 142. In such cases, the search slip should contain full details of the circumstances under which the suspect has come into the hands of the Police and also information regarding convictions with the Bureau serial numbers, if known. The Superintendent of the Bureau will return the slip duly filled in, for file with the foil in the station.

(2) For this purpose every person in custody whose residence and antecedents are not known or have not been fully ascertained during police investigation, or of persons, who, though known, have been out of view for some time, will be considered to be 'unidentified'.

NOTE.—Resistance to, or refusal to allow, the taking of finger-prints is an offence under section 186 of the Indian Penal Code read with **Section (*a*) of the** Identification of Prisoners Act, 1920 **(Act XXXIII of 1920).**

Action after conviction.

840. (1) If the person is convicted, the counterfoil should be returned to the Bureau with the finger-print slip for record.

Submission of finger-print slips to the Bureau of State of arrest as well as to the Bureau of Home State.

(2) (*a*) When an unidentified person is, or is reasonably suspected to be, a resident of or has wandered to another State in India or is suspected to have extended his operations to another State, reference should be made by the station-house Officer with copies of his finger-print slips in the manner prescribed, direct to the Bureau of the State of which he is a native or of the States where his operations are believed to extend as well as to the Bureau at Vellore.

(*b*) When sending the finger-print slips of an under-trial prisoner or suspect for search, the names of the Bureaux to which copies of the finger-print slips have been sent for search should be noted on each slip.

Method of proving previous convictions in traced cases.

(3) If on the return of the search slip from the Bureau, it is found that previous convictions have been traced against the accused, steps should be taken to prove such previous convictions, when necessary, under Section 511, Criminal Procedure Code, which requires—

(*a*) that a certified copy of the previous conviction should be filed ; and

(*b*) that the identity of the accused should be proved.

Proof of last conviction will generally suffice.

(4) In the case of a person who has been previously convicted more than once, it will generally suffice to prove the last conviction only, provided that the former convictions were proved in that case and are mentioned in the judgment.

Method of proving identity of accused.

(5) The identity of the accused should ordinarily be proved by the evidence of a Police Officer who is cognizant of the previous conviction, or by a jail officer who can recognize the accused as the prisoner who underwent the previous sentence of imprisonment, but if such witnesses to identity cannot be obtained, identity may be proved under Sections 45 and 73 of the Indian Evidence Act, 1872 (Act I of 1872), as amended by Act V of 1899, by means of expert evidence, for which purpose the record slip must be obtained from the Bureau by which the accused was traced and the services of an 'expert' requisitioned from the Vellore Bureau.

Finger-prints of adolescents sent to a special institution.

841. The finger-prints of an adolescent sent to a special institution should be sent for record to the Bureau of the State of which he is a resident and a copy kept in the Bureau of the State in which he is convicted. G.O. 442, Pub, 1 June 1923.

Finger-prints of persons convicted in one State who are believed to have had their origin in another State.

842. The finger-prints of persons convicted in one State who are believed to have had their origin in another State, though not actually identified as residents thereof, shall be taken in duplicate and sent to the Bureau of the State in which they are convicted as well as to the Bureau of the State of suspected origin.

Persons who are likely to pass quickly out of custody.

843. In the case of persons sentenced to whipping, fine or imprisonment in the sub-jail only, the Station-house officer will proceed as directed in Order No. 838 above. If the Superintendent or, subject to his general supervision, the Subdivisional Police Officer decides that it is unnecessary to send the finger-prints for record, the slip will be destroyed. If he decides to the contrary, he will forward the finger-print slips direct to the Bureau at Vellore for record and return the Conviction Memo. to the Station-house officer. Such finger-print slips and memos., will be numbered and placed on the file but will not be submitted to the Tester.

Transfer to another jail.

844. If a convict is transferred from one District Jail to another jail before the arrival of the Tester, the Superintendent will forward the finger-print slip and Conviction Memo., to the Superintendent of the district to which the prisoner has been transferred where it will be placed with the other slips of the district awaiting test. In districts where there are no District or Central Jails, the finger-print slips and conviction memos. will be sent to the Superintendent of the nearest district in which there is such a jail. Such slips will, after test, be returned to the Superintendent of the district of conviction for transmission to the Madras Bureau at Vellore.

Responsibility of Tester.

845. (1) On the arrival in a district of the Tester, the files containing the conviction memoranda and finger-print slips will be handed over to him, and he will proceed to test the slips at the jail, and to complete all details which are required by the Bureau. In making the test, the Tester will prepare for each prisoner a slip in Form No. 143 and will satisfy himself that the prints have been properly taken on the original finger-print slips and that they are those of the convict named in the slip, that all the particulars recorded in the slip are correct, that all convictions are properly and correctly entered and that the required number of copies have been taken. Any mistakes should be brought to the notice of the Superintendent. Finger-print slips on which the impressions are blurred or indistinct should be rejected and should be replaced by fresh slips prepared by the Tester; but where the finger-print slips prepared by the Station-house officers are sufficiently clear, those slips should be sent to the Bureau for record.

(2) After having tested the slips, the Tester will note the word 'tested' with his initials and date (1) against the prisoners' names in the jail admission registers, (2) in the D.I.B. Finger-Print Register, (3) on the back of the conviction slips and (4) on the history tickets.

(3) The Tester is responsible for the correctness of the convictions and all other details entered by him or the Station-house officer on the reverse of the slip. He will sign each slip that he has tested and his signature will be held to show that he has verified the sentence, previous convictions and personal details of the convict from the judicial and jail records.

Disposal of finger-print slips and conviction memoranda.

846. (1) Finger-print slips and conviction memoranda, after being tested, will be made over by the Tester to the Superintendent who will send the slips to the Madras Bureau provided that the time of appeal is over or the appeal (if any) has been decided.

(2) All finger-print slips sent for record in the Bureau shall be accompanied by their relative conviction memorandum. The Bureau will return the conviction memorandum duly signed by the Superintendent with the Finger-Print Bureau serial number noted against the heading provided for the purpose. On receipt of the conviction memorandum from the Finger-Print Bureau, the Superintendent will send it for file to the Station-house Officer who will enter the Bureau serial number in the concerned station records. In subsequent references to the Bureau, this serial number shall invariably be quoted.

Slips of convicts remaining unidentified to be distinguished.

847. In the case of convicts who remain unidentified, the word 'unidentified' will be written in red ink on the top of the reverse side of the finger-print slip before it is sent to the Bureau. In the case of re-convicted persons whose finger-prints are known or believed to be already on record, the slip will be endorsed in a similar manner with the word 'reconvicted' in order that it may attract special notice in the Bureau.

Number of copies of slips required for record.

848. The number of finger-print slips required for record is as follows :—

(1) Of ordinary convicts convicted in their own State, one copy will be taken for record in the Bureau of the State of conviction.

(2) Of all convicts—

(*a*) who are wanderers, unidentified or whose operations are known to extend beyond the limits of their own State, or

(*b*) who, though themselves residents of the State of conviction, are really foreigners, and are thus likely to have relations with criminals of other States, or

(*c*) who have been notified under the Madras Restriction of Habitual Offenders Act, 1948, or are known or believed to be connected with organized gangs in other States, or

(*d*) who have been convicted of theft of firearms and ammunition or under the Arms, Opium or Dangerous Drugs Acts, in circumstances which render it likely that they are illicit dealers in Arms, Opium or Cocaine, or

(*e*) who have been convicted under section 328, Indian Penal Code, if the offence was of a professional type, or under Sections 231 to 253, Indian Penal Code and Sections 489-A to 489-D as many copies will be taken as are required for record in (*a*) the local Bureau, (*b*) the Bureaux of the States of which the convicts are alleged to be residents and (*c*) the Bureaux of the States where their operations are known to have extended.

(3) Of foreigners convicted of an offence of the type in which finger-prints would ordinarily be taken for record under the rules, the finger-prints and photographs should be taken in *duplicate* and sent by the Superintendent of the district in which the case was registered, for record in the local Bureau and for transmission to the Intelligence Bureau, Ministry of Home Affairs, Government of India, through the C.I.D.

Escape to be immediately reported to the Bureau.

849. When a prisoner escapes from police or jail custody and his finger-prints have been taken previous to his escape, the finger-print slip, whether it would otherwise be forwarded to the Bureau or not under the rules, should be forwarded to the Bureau at once, with particulars of the circumstances of the escape, so that it may be placed on the record. When the slip has already been forwarded, it will be necessary to inform the Bureau of the escape in order that the slip may be suitably marked in accordance with Order No. 850 below.

Action on finger-printed ex-convicts absconding.

850. (1) If any person whose finger- print sliphas been sent for record is subsequently declared as a proclaimed offender, or escapes from jail or police custody, or absconds after committing some offence, or an out of view Dossier Criminal,

the Station-house Officer will send immediately information to the Superintendent of Police in Form No. 145 for transmission to the Madras Bureau.

(2) On receipt of the report referred to in clause (1) above a red slip will be attached to the slip so that immediate information may be given to the Police by whom the absconder is wanted, in the event of the absconder's finger-prints being subsequently traced. In such cases, a copy of the red slip together with the absconder's classification number will be sent by the Bureau receiving the report to the other Bureaux in which the absconder's finger-prints are on record.

Report of deaths.

851. If a convict whose finger-prints have been taken dies in jail, the District Superintendent, if the deceased was convicted in his district, will for ard a death report in Form No. 146 to Madras Bureau. Should such convict die in jail after transfer, the District Super ntendent of the d strict in which the jail is situated will forward the death report to the Superintendent of the district in which the deceased was convicted, who will forward the same to the Mad as Bureau. Should a convict die after release from jail, the Station-house officer will forward the death report to the Madras Bureau through the Superintendent.

The Bureau classification.

852. (1) All classification and arrangement of slips will be done in accordance with the instructions contained in Henry's Finger-print Manual.

Punctual disposal of search slips.

(2) All slips received for search will be returned within 24 hours of receipt, if possible.

Distribution of slips by Bureau of State of conviction.

(3) All copies of slips taken for record are submitted to the Bureau of the State in which the conviction is obtained, and that Bureau will forwa d the copies intended for the Home and other Bureaux, noting on each copy the names of the other Bureaux in which the slip is on record.

Slips received for record to be carefully scrutinized.

(4) Every slip received for record will be carefully scrutinized before being clssified, checked and recorded and, if found deficient in any respect, will be returned with an objection slip (Form No. 147) attached for the submission of amended or fresh slip.

Removal of slips on receipt of death reports.

853. The slips of persons reported to have died in jail will be removed from the record and destroyed at once. In cases of the reported death of persons, the date of death report will be marked in red ink across the slip which will remain in the record for another two years when it will be removed and destroyed.

Periodical elimination of finger-print slips.

G.O. 548, Pub. (Pol.), 20 Oct. 1938. **854.** (1) All slips will be examined annually and in the absence of any special reasons to the contrary, those enumerated below will be withdrawn from record :—

(*a*) In the case of a person who is a professional prisoner, note-forger, coiner, arms smuggler, or a habitual offender notified under the Madras Restriction of Habitual Offenders Act, 1948, on his attaining the age of 80 years or on his death whichever is earlier ;

(*b*) In the case of a person who was a registered member of a notified tribe at the time of the repeal of the Criminal Tribes Act, 1924, if he had been convicted for any property offence or for any offence under section 24 of the Criminal Tribes Act, 1924, or had been bound over under section 109 or 110 of the Criminal Procedure Code and has not subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of 15 years from the date of his release or last release from jail, as the case may be ; and

(*c*) In the case of any other person —

(i) If he has not more than two convictions in his native district (not having been convicted outside his native district) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of ten years from the date of his release or last release from jail, as the case may be ; or

(ii) If he has been convicted outside his native district or has more than two convictions in his native district and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of 15 years from the date of his release or last release from jail, as the case may be ; or

(iii) on his attaining the age of 80 years, or

(iv) on his death ;

whichever is earliest.

(2) To prevent the possibility of the wrongful destruction of any finger-print slip in the Bureau, slips withdrawn from record will be sent to the Superintendent concerned for information and destruction. The Superintendent of Police will pass them on to the Subdivisional Police Officer concerned for necessary action. If the Subdivisional Officer has any objection to the destruction of any particular slip, he should return it to the Bureau through the District Police Office explaining fully why he wants it to be retained.

(3) The destruction of slips of finger-prints which are on record in other Bureaux will be intimated to those Bureaux by the Madras Bureau.

Private parties applying for the services of a Finger-Print Expert.

855. The Government have ordered that in civil or criminal cases, where private parties apply for the services of an expert in finger-prints, a fee of Rs. 50 a day in the case of the Superintendent and Rs. 25 a day in the case of an expert of the Bureau, in addition to all expenses, shall be demanded. In civil cases, prepayment of the fee into court deposit should be required. In all cases, the fee, when paid, shall be credited to Government.

G.Os. 924 Judl 6 June 1901, 718, Judl., 3 May 1905 and 4490 Home, 10 Oct. 1941.

Photographs—Record—Instructions.

856. (1) The District Police may have photographs taken,

(*a*) of any object concerned in investigations which it is desirable should be examined in the Criminal Investigation Department office but which cannot be conveniently sent there. Negatives should be not smaller than quarter plate nor larger than full plate. When negatives are sent by post, they should be carefully packed in soft paper and enclosed in a wooden box;

(*b*) (i) of persons who are convicted of offences falling under Chapter XII or XVII of the Indian Penal Code and punishable with rigorous imprisonment for a term of one year or upwards and who are believed to be habitual criminals;

(ii) when their photographs are necessary for purposes of investigation and under the orders of First class Magistrates, of any persons; and

(iii) of foreigners when convicted for offences punishable with rigorous imprisonment for a term of one year or upwards under the Indian Penal Code.

(2) The dress to be worn by a person when being photographed by the Police should be his ordinary every day attire provided that a professional impersonator may also be photographed in such costumes as he has adopted for the purpose of such impersonation.

(3) In the case of persons whose history sheets are on record, or are proposed to be recorded, in the Central Intelligence Bureau, one set of the photographs shall be kept in the office of the District Superintendent concerned and one set should be sent to the Central Intelligence Bureau for record.

Photographs—Periodical elimination.

G.O. 548. Pub. (Pol.) 20 Oct. 1933.

857. All photographs will be examined annually and in the absence of special reasons to the contrary those enumerated below withdrawn from record :—

(i) In the case of a person who is a professional poisoner, note-forger, coiner, arms smuggler or a habitual offender notified under the Madras Restriction of Habitual Offenders Act, 1948, on his attaining the age of 80 years or on his death, whichever is earlier ; and

(ii) In the case of any other person—

(*a*) if he has not more than two convictions in his native district (not having been convicted outside his native district) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of ten years from the date of his release or last release from jail, as the case may be, or

(*b*) if he has been convicted outside his native district or has more than two convictions in his native district and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted on the expiry of 15 years from the date of his release or last release from jail, as the case may be, or

(*c*) on his attaining the age of 80 years, or

(*d*) on his death,

whichever is earliest.

PART VII—POLICE SYSTEM IN TOWNS OTHER THAN MADRAS.

CHAPTER XLVI.

POLICE IN SELECTED MUFASSAL CITIES—DUTIES OF AND PROCEDURE IN CASES, ETC.

Organization of the Police in certain cities.

858. Special Police organizations are provided in certain cities. The orders in this part deal with points peculiar to these organizations. In matters not specifically dealt with in this part the general orders in other parts should be applied in so far as they are not inconsistent with these special orders.

859. The Police Force in each city works directly under a Subdivisional Officer subject to the control of the Superintendent. It is divided into two main branches, viz., (1) The Law and Order Branch which includes the Traffic section and (2) the Crime Branch. Each branch is in the direct executive charge of an Inspector.

Subdivisional Officer—His duties, etc.

860. (1) Order No. 141 defines in general terms the duties of a Subdivisional Officer. The Subdivisional Officer appointed to a special city organization is, under the Superintendent, in direct executive charge of that organization and responsible for the executive performance and supervision of all work and Police duty in the city. He will keep in the closest touch with the District Magistrate or Additional District Magistrate (Independent) as the case may be, and the Superintendent and consult them on all matters of importance. He will be responsible for seeing that there is complete co-operation between all branches and sections of his charge.

(2) He will visit the Law and Order and Crime stations frequently and leave written instructions on all important matters. He will attend his office on all working days, receive petitions and interview visitors. He will personally investigate grave crimes and will take over the direction and co-ordination of work in reference to all outbreaks or series of crimes. He will interview investigating officers and the Special Branch Sub-Inspector and maintain close control over Crime and Special Branch work in the City. He will arrange to get telephonic information in all cases and matters of importance and take suitable steps promptly. He will also keep in close touch with the Town Magistrates and the leading officials and non-officials of the City. He will himself check traffic points and out-door duties frequently and will be responsible that such duties are properly deputed and performed.

Duties of the Law and Order Inspector.

861. The Law and Order Inspector will supervise all the work of his branch and maintain discipline among his subordinates. He will personally hold drill parades and kit inspection and will frequently supervise instruction classes. He will check night work in the streets at least one night in every week and will move about in the city morning and evening. He will visit each Law and Order station frequently, noting the time of arrival and departure in the Remarks Book and recording any instructions

called for. He will visit the Crime Stations, the Central Crime Station and the Record Section frequently and will meet and maintain co-operation with the Crime Branch staff and the detective staff. He will make all Police arrangements for important occasions. He will give the earliest possible information by telephone of all important or sensational happenings to the Subdivisional Officer. He will be responsible for acquiring an intimate knowledge of the disorderly element of the city population and for taking necessary action with a view to their control by the use of Sections 106, 107 or 110, Criminal Procedure Code.

Law and Order Sub-Inspectors—Their duties, etc.

862. (1) The Law and Order Sub-Inspectors will be in direct charge of the Law and Order stations to which they are posted and will be responsible for the running of those stations.

(2) They will record in the Station General diary details of work done by them as it is done and all important matters which come under their personal notice. The originals of these diaries will be submitted daily to the Subdivisional Officer through the Inspector.

Detective Staff in Law and Order stations.

863. The Detective staff attached to each Law and Order Station should investigate into the offences mentioned in P.S.O. 878 (1) and check and keep in touch with local criminals and report on them and make local enquiries as may be necessary or as they may be ordered to make. The Detective Sub-Inspector in charge of the staff, will maintain a separate diary, which will be forwarded to the Crime Branch Inspector. He will also supervise the work and have disciplinary control over men under his charge.

The Detective Staff in Law and Order stations will work under the direct supervision of the Detective Inspector or the Crime Branch Inspector as the case may be.

Station General Diary.

864. The station General Diary will be in charge of the Sub-Inspector. All reports of non-cognizable cases, accidents other than traffic reports, and all other occurrences not relating to traffic or crime shall be entered therein. In the absence of the Sub-Inspector the General Duty Head constable or the Station-Writer will maintain this record.

Patrols and rounds.

865. (1) In each Law and Order station there will be a minimum of three sections of constables (A, B and C) each under a head constable for section duty by day and night.

Where an additional section of constables is provided, its actual effective strength for duty at a time will be six men and these men will be distributed, two to each relief, to. reinforce the section on duty.

(2) (*a*) Six men of each section will be on duty at a time, each day one man of each section proceeding off duty for a clear day off duty, his place being filled by the man returning that day from a similar day off. A man relieved for his weekly day off will proceed off duty after the last spell of duty on which his section is engaged on the day of his relief and will return to his section for his first spell of duty on the third day.

(*b*) (i) The men of additional section distributed for duty with the three main sections will be relieved for their weekly days off from the sections concerned in rotation, one man at a time. The men so relieved from 'B' section duty on the first day will rejoin 'C' section duty on the third day and so on. Each Station Hou e Officer will draw up in advance a list of Head Constab'es and Police Constables entitled to a day off-duty to the ensuing week and post it on the Notice Board. G.O. 857, Home, 30 March 1954.

(ii) No one on his off-duty day may leave his head-quarters without perm ssion.

(iii) If, in the public interest, any Head Constable or Police Constable is not given a day off-duty in any week, he shall be granted remuneration for the extra-t me duty at Re. 1 per day. Each Station House Officer will maintain a list of Head Constables and Police Constables who are eligible to draw this extra time remuneration wi h full details as to the circumstances in which off duty days could not be allowed. A co y of these entries should be sent to the District Police Office once in a month when such claims are preferred.

(3) The day for purposes of duty shall run from 7 a.m. to 7 a.m. the following day, the 24 hours being divided into five reliefs—four of these consisting of four hours each and one of eight hours.

(4) (*a*) The following table shows the cycle of section duties and the rotation of reliefs. The table covers four days of duty :—

Reliefs and hours.	Sections on duty for four days.			
First 7 a.m. to 11 a.m.	A	B	C	A
Second 11 a.m. to 3 p.m.	B	C	A	B
Third 3 p.m. to 7 p.m.	A	B	C	A
Fourth 7 p.m. to 11 p.m. ..	B	C	A	B
Fifth 11 p.m. to 7 a.m.	C	A	B	C

(b) The incidence of a constable's duty for a period of three days will thus be as follows:—

First day.—Beat duty from 7 a.m. to 11 a.m. and from 3 p.m. to 7 p.m.—8 hours.

Second day.—Night patrol from 11 p.m. to 7 a.m.—8 hours.

Third day.—Beat duty from 11 a.m. to 3 p.m. and from 7 p.m. to 11 p.m.—8 hours.

(5) (a) Arrangements will be made to relieve the men on duty from 7 p.m. to 11 p.m., as far as possible in batches for half an hour for their evening meals. Ordinarily the actual period of night patrol of the fifth relief should be only from 12 midnight to 5 a.m. but the hours of patrol may be varied subject to the period of five hours of actual patrol duty not being exceeded.

(b) Night patrols will be so arranged by the Sub-Inspector as effectively to guard all main routes and junctions which criminals must pass in coming and going. At important junctions, pickets in points of vantage and concealment will be substituted for patrols. The extent of the limits of each patrol should be restricted to ensure that men on duty can spot checking officers passing through their areas quickly and with certainty. They will be held responsible for doing so.

(6) The section officers will march out their men so as to reach their patrol area or post at the time appointed by the Sub-Inspector and satisfy themselves that the instructions noted in their work tickets are understood by the men. They will thereafter check the men on duty at suitable intervals.

Duties of Station writer—General Duty and Section Head constables.

866. (1) A Station writer head constable and a general duty head constable will be permanently attached to each Law and Order station and removed only on the order of the Subdivisional Officer. The Station writer head constable will be present in the station from 7 a.m. to 11 a.m. and from 4 p.m. to 8 p.m. or such extra time as may be necessary to complete the work on hand. He will attend to all telephone calls while in the station, the telephone being, placed on his table. The general duty head constable is the Sub-Inspectors' assistant. He will be continuously on duty except in so far as he is allowed off by the officer in charge of the station for the time being. He will be the officer in charge of the station in the Sub-Inspector's absence, responsible for the general

running of the station, for giving punctual attention to such matters as may arise, and for the efficient performance of station work.

(2) The section head constables will work with the sections and the Law and Order Inspector will arrange for each of them to be relieved for a day off duty after six days' duty. The section head constable will be responsible for the efficient patrol of his station limits during the hours of duty of his section, for seeing that rowdy houses are regularly visited, that the areas where nuisances are prevalent are patrolled during the hours when nuisances are committed and that rowdy characters are kept under control. Complaints of a petty nature should be referred to the section head constable by the Sub-Inspector or the station writer promptly and it will be his duty to attend to them promptly. He will arrange for the performance of such other duties as may be allotted to him by his Sub-Inspector or officer in charge of the station. Matters connected with the work of his section will be recorded by him in the Section General Diary. Copies of Section General Diaries will be sent up daily through the Inspector as with the other station diaries. When he leaves the station he will nominate under record a senior constable to be in charge of the section and to maintain the section General Diary.

Emergency mobilization of the Law and Order Police.

867. In times of emergency when it may prove necessary to mobilize an emergency force of the Law and Order Police orders will be issued to stop the weekly day off in all stations or in any station and the emergency force so mobilized will be assembled and maintained on duty where its services may be required for such period as may prove necessary. To mobilize a larger force additional sections may be withdrawn from stations to which they may be attached.

General Diaries.

868. There will be two Law and Order General Diaries in each station, viz., the Station General Diary and the Section General Diary to be written up by the head constable in charge of the section on duty from time to time. The Law and Order Sub-Inspector will close the two diaries daily at 7 a.m. and submit them to the Law and Order Inspector. The Law and Order Inspector will forward all diaries to the Subdivisional Officer.

Sub-Inspectors' Instructions to Section Officers.

869. Daily instructions to section officers will be recorded by the Sub-Inspector or the Officer in charge of station in the Section General Diary regarding all such matters as require particular attention. These instructions will deal with—

(1) The notorious rowdies who require to be looked up and the times when they should be checked.

(2) Localities where nuisances are committed or which are liable to obstruction and the times at which they specially require attention.

(3) Reports of missing children.

(4) Notices of cases requiring the interest or vigilance of section men.

(5) Particular localities to be specially visited for prevention of mischief or other crime.

(6) Localities in which street gambling is liable to go on.

(7) Areas in which stray cattle give trouble.

Section Officer's instructions.

870, (1) Section officers will, as they come on duty make a point of perusing the orders and the instructions recorded by the Sub-Inspector in the Section General Diary. When deputing men for work, they will detail the specific work allotted in their work tickets and prescribe therein an hour within which they should return to the station.

(2) They will be responsible that their men are not allowed to wander about the streets without specific work.

Night rounds by officers.

871. Checking of night duties will be divided among the Inspector, Sub-Inspectors and Sergeants of the Law and Order branch,one officer being on checking each night in turn. A roster of checking will be prepared weekly for the ensuing week. Checking officers will visit all guards and Police posts within the area and sign the Sentry Relief Books. They will report the number of prisoners, if any, found in Police lock-ups.

Tappal orderlies and process-servers.

872. Tappal orderlies and process servers attached to stations will report at the station for the duty at 7 a.m. daily and wait there till they get their instructions for the day,

They will leave the station for meals or for relaxation only with the permission of an officer in charge of the station, to be recorded in the Station General Diary. Their deputation on duty from the station and their return to the station from such duty will be recorded in the Station General Diary,

Enquiries under section 174, Criminal Procedure Code.

873. Enquiries under section 174, Criminal Procedure Code, will be held by the Law and Order Inspector in all important cases, and as far as possible in other instances. When they relate to cases in charge of the Crime Branch or the Detective staff, the evidence will be presented by the Crime Branch Officers or the Detective staff in charge of the investigation.

Crime Abstracts.

874. Each Law and Order station will maintain Crime Abstracts for the entire crime registered in the station and handled by both the Law and Order and the Detective staff, while the Central Crime Station will maintain separate abstract in respect of the crimes actually handled by them.

Traffic section.

875. The Traffic section will be under the direct control of the Law and Order Inspector. It will be divided into group centres to each of which a definite jurisdiction will be allotted. The staff of each group centre will be under the direct executive charge of a Sergeant or a Sub-Inspector, responsible for the performance of all duties within his area and the maintenance of the records connected therewith. Definite sectional areas within group centres will be allotted to Traffic Section head constable. The traffic section will work in accordance with cycles of duty to be fixed having reference to local conditions. In each group centre, a General Diary and a Duty Roster in Form No. 110 will be maintained. Investigations of minor traffic cases, where investigations are necessary will, when a Sub-Inspector is in charge of a traffic group centre, be conducted by him. When a Sergeant is in charge, they will be conducted by the Law and Order Sub-Inspector with jurisdiction. The Law and Order Inspector will investigate important or complicated traffic cases personally.

Checking of the Traffic Police by Law and Order Sub-Inspectors.

876. The Law and Order Sub-Inspectors will exercise the same degree of check over the work of the Traffic Police staff working in their jurisdiction as they do over the Law and Order Police and note in the Traffic General Diary all defects and irregularities.

Crime Branch:

877. The Crime Branch Inspector will be in direct charge of the Central Crime Station and in places where no separate Detective Inspector has been provided he will also be in charge of the Detective staff attached to the Law and Order stations. When he leaves the station he will handover to the senior Sub-Inspector present under record in the Station General Diary. Except as deputed for duty from time to time or allowed off for meals or relaxation or rest under orders of the officer in charge of the station recorded in the Station General Diary, all officers of the Central Crime Station staff will always be on duty at the station.

Investigation of cases.

878. (1) The Detective staff attached to Law and Order stations will be responsible for the investigation of all Penal Code crime other than purely petty crime occurring in the City, or security cases relating to habituals, and of such specially complicated offences under special or local laws as may be referred to it by the Superintendent or the Sub-divisional Officer for investigation. Purely petty Penal Code crime, including petty thefts by local or casual offenders and cases of hurt or grievous hurt in which the injuries are known to be of a minor character will be handled by the Law and Order Police.

(2) The Central Crime station will take up investigation of all important cases, cases which involve prolonged investigation over wider areas and property offences which form a series, and any other case that may be allotted by the Sub-divisional Officer or the Superintendent of Police.

(3) One First Information Book will be maintained in each Law and Order station and the Central Crime station. The first information in all cases reported at any station, whether Law and Order or Crime Branch, will be immediately recorded in the station where the crime is reported. First information brought to Law and Order stations will be at once reported by telephone to the Central Crime station. All information in the First Information Book maintained by the

Crime Branch will be recorded whether reported direct to the Crime Branch or transmitted from one or other of the Law and Order stations. All Crime Branch cases will show two numbers, namely, that of the Law and Order station in whose limits the crime occurred and that of the Crime Branch.

(4) All station records connected with crimes investigated by the Crime Branch or the Detective staff will be maintained by the Crime Branch or the Detective staff respectively and orders will be issued by the Subdivisional Officer fixing responsibility for the maintenance and posting up of these records. The entire Crime Branch staff will be continuously on duty except during periods they are allowed off duty under record for meals or relaxation.

(5) Duplicate boards to be kept on the Slot and Spill or other convenient system will be maintained in the Central Crime station. One board will show (*a*) the officers, head constables and men in waiting in their order for duty, (*b*) the officers allowed out off duty, with the date and hour when each is due back for duty and (*c*) the officers actually on outdoor duty with the crime number of the cases on which they are engaged and dates and hours fixed for submission of their reports. The second board will be a case board which will exhibit cases pending investigation or trial under three heads, namely, current investigation cases, cases in which preparation of final reports has been ordered and cases pending trial. In regard to all these heads, the board will show the officer in charge and the date and hour at which his next or final report, as the case may be, is due. The officers deputed for duty themselves will be responsible for altering and fixing the spills on the spill board while the officer for the time being in charge of the Central Crime station will post the case board in accordance with the orders and instructions issued from time to time. Officers and men in waiting will proceed off duty only under the orders of the officer in charge of the station, who will fix, on the spills concerned, a date and hour for each officer or man to return to waiting duty.

Action by Crime Branch Officers.

879. The officer in charge of the Central Crime station for the time being will receive and record reports of cases by phone and will see to the recording of first information in cases reported direct. He will, when a cases is reported, promptly depute the Sub-Inspector in waiting with the necessary assistance. In important cases, the Inspector himself may proceed to take up the investigation, handing over to the next senior officer present. Crime Branch officers

deputed on case investigation will pick up the concerned First Information Reports at the station record *en route* to scenes of crime.

Detective staff—Check by Crime Branch Inspector.

880. (1) The Crime Branch Inspector will visit Law and Order stations frequently to check the work of the Detective staff located there.

(2) Constant communication will be maintained by telephone and by reports and by personal contact between the Central Crime station and its Detective staff in Law and Order stations. They will keep day-to-day touch with known depredators and habitual offenders and will check night offenders by night and will attend to all the work allotted to them and submit all reports required of them by the Crime Branch Inspector. All surveillance work and enquiries for absconding offenders should be attended by these detachments. Each detachment will make a routine report by telephone daily each morning to the Central Crime station dealing with the presence or absence and doings of bad characters and any other matters of importance within the Law and Order station area to which they are attached.

Night duty in Central Crime Station.

881. It will be arranged as far as possible that from 9 p.m to 7 a.m. there will be one Sub-Inspector on duty in the Central Crime station. When information received during the night demands the immediate presence of other officers, they should be summoned.

Central Crime Station—Station writer.

882. A head constable will be deputed as Station-writer and he may be given a constable as assistant.

Telephone messages.

883. When the telephone is used for the transmission of messages between station and station, the officer sending the message and the officer receiving it respectively will personally make a record of the message and the time at which it was sent and received. They will also record the name of the officer with whom they conversed. When the information conveyed by telephone is important, it will be recorded in the station General Diaries.

Cases—Publication in Crime and Occurrence Sheets.

884. (1) On the day they register the case, investigating officers of all branches will report to the Record Section for publication in the Crime and Occurrence Sheet, the following particulars of each case against property :—

(*a*) Section of law and modus operandi.

(*b*) Locality.

(*c*) Station and crime number.

(*d*) Date of occurrence, reporting and registration.

(*e*) Brief particulars including place of occurrence and details of modus operandi.

(*f*) As full and complete a list of the lost property as possible omitting nothing (it is for the Record Section to decide which items to publish and index ; and investigating officers should not omit unidentifiable items, as they may be helpful in conjunction with other information available in Record Section).

(*g*) As full a description of the accused as possible

(2) Each morning with their reports about new cases for publication, Central Crime station and the Detective staff investigation officers will send to the Record Section a precis of the important information obtained in their previous day's investigations in pursuance of which further action can usefully be taken by the Record Section. The Record Section will publish this in the Sheet under the Caption " Old cases—Action required in stations",' and local Sub-Inspectors will immediately act and report thereon. Information requiring urgent attention will also be telephoned to the stations concerned in anticipation of publication.

Express Telephonic reports of important cases and occurrences.

885. The Central Crime station will report at once by telephone to the Subdivisional Officer information of reports of grave or sensational or important crimes and occurrences. Similar express reports by telephone must be sent by local stations to the Subdivisional Officer about charges of torture or other serious misconduct against Police officers.

The Record Section.

886. (*a*) The Record Section of the Crime Branch will, for the area of the City, perform all the functions and duties allotted to District Intelligence Bureau in Chapter XXX of these Orders. The Sub-Inspector in charge of it will be directly

responsible for all its work. It will keep in the closest touch and work in co-operation with the District Intelligence Bureau. Its records and indices will cover all the City crime of a professional type, and the cases of all professional criminals, ex-convicts and suspects who are known to be or who might be active within the City. It will also maintain for the whole City area a set of records corresponding in effect to a Station Crime History and to a Part III and General Conviction Register; and it will keep all the prescribed habitual offenders' records. Its General Information files will be very much more detailed than the General Information files maintained by the District Intelligence Bureau. The Sub-Inspector in charge of it will be directly responsible for keeping control of day-to-day surveillance in all its branches, and for the completeness of all criminal records.

(*b*) It will be open between 8 a.m. and 6 p.m. daily. If there are any urgent messages to communicate by telephone outside these hours, the main Central Crime station telephone should be used.

(*c*) It will be subject to the inspection of the Deputy Inspector-General of Police, Railways and Criminal Investigation Department, and will conform to his general instructions. It will keep in close and constant communication with the local Railway Police staff.

Pending warrants and 'A' Lists.

887. (1) When a person for whom a warrant has been issued is absconding, and there is no immediate prospect of his arrest, the Case Diary file and warrant will be sent to the Record Section of the Crime Branch and action under sections 87 and 88, Criminal Procedure Code, will be instituted by the investigating officer concerned. The Record Section thereon will include the warrant in their pending warrant case file, and publish the warrantee in the 'A' list. It will thereafter be responsible for seeing that all necessary and practicable enquiries to trace the warrantee are made.

(2) It will publish a monthly 'A' list (list of absconding warrantees) and 'B' list (list of absconding warrantees arrested or no longer wanted) and annual consolidated 'A' and 'B' lists as soon as possible after January each year. It will also publish monthly and annual lists of out-of-view active criminals. Alterations to these lists will be published in the daily Crime and Occurrence Sheet and all stations and officers will correct their lists therefrom. The names of all persons published in the lists of other jurisdictions, who are likely to come to the City, will be included in these lists.

Matter for publication in the Crime and Occurrence Sheet.

888. Law and Order stations and the Detective staff will at once report to the Record Section for publication, all information they may get about missing children, lost property, and so on. Information must also be sent to the Record Section as soon as persons or property reported lost, whether in cases or otherwise, are found or absconding accused or out of view registered criminals are arrested or traced, so that the 'Lost property', the 'wanted' and other indices and records can be kept up to date.

Bad Character Rolls—Forms 'A' and 'B'.

889. The Record Section will deal with Bad Character Rolls, Forms 'A' and 'B', but Bad Character Rolls and other correspondence from the mufassal to the City about criminals should be addressed to the Central Crime Station. Such communications received elsewhere or by Law and Order stations should be sent forthwith to the Record Section for disposal.

Extracts from Case Diaries for permanent record.

890. The Record Section will go through all Case Diaries and extract material useful for permanent record in Histories, General Information files and indices.

Further general instructions adapted to local requirements.

891. Subject to the orders in this chapter, subsidiary detailed instructions for the working of City Police Forces adapted to special local requirements may be issued by the Superintendents concerned with the approval of the Inspector-General.

LIST OF RECORDS TO BE MAINTAINED.

NOTE.—(1) In compiling the "List of Records to be maintained by Officers, etc." and the "List of Reports and Returns", only the records, reports and returns which can be catalogued with some amount of precision have been included in the lists. The officers concerned should continue to submit the reports mentioned in the orders which have not been included in these lists.

(2) The Orders and Forms referred to relate to the Madras Police Standing Orders, unless otherwise indicated.

(3) Abbreviations used—
O.M.O. = Office Manual Order.
O.M. = Office Manual Form.
C.F. = Common Form.

Number and name of record.	*Form number (if any).*	*Order number.*
By Deputy Inspectors-General.		
1 Personal files of the subordinate officers specified in Order No. 110 (2).	..	110
2 Casual Leave Register of Gazetted Officers ..	..	275
By Superintendents and Subdivisional Officers.		
1 Standing list of applicants selected for appointment as constables.	..	33
2 "A" and "B" lists of constables admitted to the rank of head constable.	..	37
3 Personal files of subordinate officers specified in Order No. 110 (2) and the confidential sheets of all non-gazetted officers serving in their range.	..	110
4 List of detectives	12	132
5 Seniority list of Sub-Inspectors	..	132
6 Seniority list of head constables	..	132
7 List of constables fit for (i) promotion and (ii) station-writer's posts.	..	132
8 Weekly Reports, Part I	13	137
9 Manuscript Register of duplicate keys	..	159
10 Crime Charts	..	790
11 Check Register of case diaries	127	790
By the Principal, Police Training College, Vellóre.		
Personal files of the subordinate officers specified in Order No. 110 (2).	..	110
By the Superintendents, Special Branch, Crime Branch and "X" Branch, Criminal Investigation Department.		
Personal files of the subordinate officers specified in Order No. 110 (2).	..	110
By the Commandant, Malabar Special Police.		
Personal files of the subordinate officers specified in Order No. 110 (2).	..	110
By Police Radio Officer, Madras.		
Personal files of the subordinate officers specified in Order No. 110.	..	110
By the Personal Assistant to the Police Radio Officer.		
Personal files of the subordinate officers specified in Order No. 110.	..	110

Number and name of record.	*Form number (if any).*	*Order number.*
By the Technical Assistant to the Police Radio Officer, Madras.		
Personal files of the subordinate officers specified in Order No. 110 (2).	..	110
By the Deputy Superintendents, Crime Branch, Special Branch and "X" Branch, Criminal Investigation Department.		
Personal files of the subordinate officers specified in Order No. 110 (2).	..	110
By the Principals of Police Recruits' Schools.		
Personal files of the subordinate officers specified in Order No. 110 (2).	..	110
By Inspectors.		
1 Personal files and confidential sheets of the subordinate officers specified in Order No. 110.	..	110
2 Check Register of case diaries in Town Circles ..	127	216
3 Crime Register	22	217
4 Travelling diary	24	223
5 Circle Information Book	23	221
6 Register of Government Property	31	245
7 Target Practice Register	32	253
8 Ammunition Account Register	C.F. 268 (*a*)	253
9 Casual Leave Register	..	275
10 Memo. Form Book	68	413
11 Case Diary	82	589
12 Note-books	..	738
13 Tappal Book	117	753
14 Visiting Book for gazetted officers	118	754
15 Crime charts	..	790
16 Village Roster	120	..
17 Indent Book	O.M. 33	O.M.O.
18 List of articles returned to the Stores	O.M. 36	O.M.O.
19 Register of Stationery and printed forms	C.F. 345	O.M.O.
20 *Police Gazette* file	..	..
21 Criminal Intelligence Gazette file	..	..
22 District Police Sheet file	..	..
23 Measurement Book	C.F. 298	O.M.O.
24 List of persons suitable for enrolment as special Police Officers, etc.	..	..
By Reserve Inspectors.		
1 Casual Leave Register	..	275
2 Registers for motor vans and lorries prescribed in Order No. 192 (60), (61) and (62).	..	192
3 Enlistment Register	1	193
4 Records pertaining to the Armed Reserve (except those to be maintained by officers subordinate to them).	..	431
5 Standing Orders for mobilization		433
6 Personal files of subordinate officers specified in Order No. 110.	..	110
By Sergeants in command of Platoons in Armed Reserves.		
Duty Roster of the Platoon	..	431

Number and name of record.	*Form number (if any).*	*Order number.*
By the Orderly Sergeants in Armed Reserves.		
1 Attendance Register of the motor lorry staff ..	..	192
2 Duty Roster of head constables and men employed on fixed duties.	..	431
3 Railway warrant and bus warrant books	..	431
4 Armoury General Diary	..	431
By the Motor Lorry Drivers in Armed Reserves.		
1 Driver's Daily Diary in Form No. IV appended to Order No. 192.	..	192 (63) to (65)
2 List of accessories, etc.	..	
3 Note-book showing work done	..	
4 Tyre Register in Form No. VI appended to Order No. 192.	..	
By the District Intelligence Bureau.		
1 History Sheets of District Criminals, etc.	124	632, 633
2 Photographs of criminals	..	"
3 Indexes and Crime charts	..	"
4 General Subjects file	..	"
5 History of crime	..	"
6 File of references from investigating officers ..	..	633
7 Attendane Register showing visits of Inspectors, etc.	..	633
8 Weekly Crime and Occurrence Sheets	..	638
9 Rough index to the Weekly Crime and Occurrence Sheets.	..	638
10 Annual index to the Weekly Crime and Occurrence Sheets.	..	638
11 Monthly and Annual Crime Reviews	..	639
In Police Stations.		
1 Inspector's Visiting Book	25	225
1-A. Cash Book	C.F. 119	269
2 Casual Leave Register	..	275
3 Railway warrant book	44	296
4 Defaulter Sheets	5	303, 757
5 Medical History Sheets	49	306
6 Register of licences under the Arms Act (Form 'A' to be obtained from the District Collector).	..	329, 330
7 Register of arms deposited	54	334
8 Guard Rules (in stations where Standing Guards exist).	..	337
9 Check Register of K.Ds. and suspects	64	380
10 Sample Signature Book	62	380
11 Beat Books, Duty Roster and Section outdoor work ticket.	61, 65 and 66.	380, 382
12 List of Car and Theppam festivals	..	389
13 Memo. Form Book	68	413
14 Reserve Mobilization Orders (in stations concerned)	..	433
15 General Conviction Register	129	481
16 Alphabetical Index of persons entered in Part] III and General Conviction Register.	..	783
17 Check Register of persons entered in Part III and General Conviction Register.	130	481, 783
18 First Information Report	81	573
19 Case Diary	82	589
20 Charge Sheet	87	595
21 Prisoner's Search Register	94	658

Number and name of record.	*Form number (if any).*	*Order number.*
In Police Stations—*cont.*		
22 Register of prisoners handcuffed	96	663
23 Bail and Security Bond of accused	97	680
24 Recognizance Bond of witnesses	98	..
25 Final Report	99	684
26 Notice to complainants in false cases	100	686
27 Search List	102	703
28 Report of property seized	95	704
29 " A " List file	105	719
30 List of Absconding Warrantees	105	719
31 General Diary	84 and 85	734
32 Crime Abstract	109	737
33 Note-books	..	738
34 Arrest Report	110	740
35 Bail and Security Bond in Prohibition Cases ..	97	742
36 Process Register	111	743
37 Petty Cases Register	114	744
38 Pound Fund Register	Spl. Funds Code Form*.	
39 Duty Roster	115	745
40 Village Roster	116	746
41 Sentry Relief Book	57	747
42 Tappal Book	117	753
43 Visiting Book	118	754
44 Station Crime History	..	771
45 Personal records of notified offenders	..	765
46 Bad Character Roll Form A	131	784, 794
47 Bad Character Roll Form B..	132	795
48 List of persons to notify under section 565, Cr.P.C.	138	805
49 Certificates under Section 565, Cr.P.C.	135	805
50 Foreigner's Roll	132	825
51 Conviction Memo. for finger-print purposes ..	140	838
52 Report of death of convicts	146	851
53 Police Gazette file	..	
54 Criminal Intelligence Gazette file	..	
55 District Police Sheet file	..	
56 General Memo. file	..	
57 Superintendent's Circular file	..	
58 Inspector's memo. file	..	
59 Magistrate's memo. file	..	
60 Copy of Sections 30, 30-A and 31 of the Police Act, 1861 (V of 1861.)†	..	
In Railway Police Stations (to be maintained in addition to those under 'In Police Stations').		
1 Telegram Requisition Book	35	266
2 Railway Ticket Requisition Book	45	299
3 List and plan of platform posts	..	454
4 Duty Rosters	71	454
5 Station Crime History	128	476,477 and 479
6 List of festivals near railway lines	..	495
7 Scheme of Instructions	..	501

* To be obtained from the District Collector.

† *See* Instructions under the Police Act, 1861, in Volume II of the Madras Police Standing Orders.

Number and name of record.	Form number (if any).	Order number.
At Outposts (including Railway Police Outposts).		
1 General Diary	81 and 85	208
2 Duty Roster	65 and 115	745
3 Do. (In Railway Police Outposts) ..	72	454
4 Note-books	..	738
5 Copies of History Sheets of persons watched ..	..	764
6 Bad Character Roll, Form A	131	764
7 Do. Form B	132	764
8 Beat books, etc.	61, 65 and 66	
9 Sentry Relief Book	57	
10 Village Roster	116	
11 Inspector's Visiting Book	25	
12 Memo. Form Book	68	
13 Tapal Book	117	753
14 Visiting Book	118	
15 File of corresponuence		
16 Copy of orders Nos. 4, 208 to 210, 607, 763 and 764, Volume I of the Madras Police Standing Orders.	..	
17 Check Register of K.Ds. and suspects	64	380
18 Petty Cases Register	114	744
19 Arrest Report	110	740
20 Prisoner's Search Register	94	658
21 Charge sheet	87	595
At stations where the Hackney Carriage Act is in force.		
1 Application for Carriage Licence	144	
2 Licence for a Hackney Carriage	144	
3 Licence for a Driver of a Hackney Carriage ..	152	
4 Register of Hackney Carriages	153	
5 Register of Hackney Carriage Drivers	154	
6 Account of receipts under the Hackney Carriage Act	C.F. 119	
7 Expenditure Account of the Hackney Carriage Establishment.	C.F. 119	
8 Register showing the sale of duplicate licence of carriage and drivers.	155	
9 Receipt Book, Hackney Carriage Department ..	C.F. 106	
10 Deposit Register of Badges and Licences of drivers	156	
11 Unclaimed Property Book	157	
12 Receipt and issue of books, forms and stationery of the Hackney Carriage Establishment.	C.F. 345	

LIST OF PERIODICAL OR SPECIAL REPORTS AND RETURNS.

Serial number and name of the report or return.	*For what period (annual, half-yearly, quarterly, monthly, or at other times) and date on which due.*	*Order number.*
From Deputy Inspectors-General to the Inspector-General.		
1 Return of immovable property of Gazetted Officers.	Annual—15th January.	104
2 Report regarding meetings of Gazetted Officers.	Do.	717
3 Confidential reports on Superintendents of Police.	Annual—1st April	115
4 "C" Lists of Sub-Inspectors and Sergeants suitable for promotion to the rank of Inspector and Reserve Inspector and recommendations for changes in the existing list.	Annual—1st February.	37
5 Rolls for inclusion of Jamadars in the list of Jamadars fit for promotion to the rank of Sergeant.	Annual—1st July..	37
6 Confidential reports on Inspectors selected for admission to the Madras Police Service.	Annual—1st May ..	118
7 Report on Inspectors and Sergeants submitted by District Officers.	Annual—As they are received.	120
8 Next-of Kin return of officers with non-Asiatic domicile.	Once in each year when the form is received from the Secretariat.	105
9 Confidential reports on officers mentioned in Order No. 119 (6).	Half-yearly—1st April and 1st October.	119
9-A Report of cases of corruption among Government servants during the previous month.	Monthly—8th ..	..
9-B Report of non-permanent Government servants discharged for suspected or proved corruption during the previous quarter.	Quarterly—8th April, 8th July, 8th October and 8th January.	..
10 Deputy Inspector-General's Tour Programme.	Monthly—As early as possible.	129
11 Details of touring done by Deputy Inspector-General.	Fortnightly—After the close of each fortnight.	126
12 District Inspection Reports.	Soon after each inspection.	127
13 Report on sending exhibits to the police Crime Museum from the D.I.G. Railways and C.I.D.	December	642
From Deputy Inspectors-General to Collectors.		
District Inspection Reports.	Soon after each inspection.	127
From Superintendents and Assistant or Deputy Superintendents to the Inspector-General.		
1 Report of cases of successful detection of corruption among Government servants during the previous year.	Annual—5th January.	

Serial number and name of the report or return.	*For what period (annual, half-yearly, quarterly, monthly, or at other times) and date on which due.*	*Order number.*
From Superintendents and Assistant or Deputy Superintendent to the Inspector-General—*cont.*		
In other cases	Annual—15th May.	
2 Next-of-kin return by officers with non-Asiatic domicile.	On first appointment and once in each succeeding year.	105
3 Recommendations for the award of the President's Police and Fire Service Medal and the Police Medal.—		
For gallantry	As early as possible after the event.	53
In other cases—		
(*a*) Republic Day awards ..	10th September.	
(*b*) Independance Day awards ..	1st April ..	
4 Reports on Assistant Superintendents and Deputy Superintendents.	Half-yearly—1st April and 1st October.	116
5 Reports of road accidents causing death or bodily injury.	Quarterly—15th April, 15th July, 15th October and 15th January.	604
6 Reports of cases of corruption among Government servants during the previous month.	Monthly—8th ..	
7 Report of non-permanent Government servants discharged for suspected or proved corruption during the quarter.	Quarterly, 8th April, 8th July, 8th October and 8th January.	
8 Weekly Report, Part I	At the end of every week.	137
9 Report of death of European Officers	As soon as death occurs.	158
10 Certificate of transfer of charge by non-gazetted officers.	Immediately after the transfer of charge is effected.	244
11 Account of District Police Sports Fund.	Soon after the close of the financial year.	318
12 Telegraphic Reports of specially grave offences, etc.	When necessary ..	580
From Superintendents, Assistant Superintendents or Deputy Superintendents to the Deputy Inspector-General.		
1 "C" lists of Sub-Inspectors and Sergeants suitable for promotion to the rank of Inspector and Reserve Inspector.	Annual—15th January.	37
2 Reports on Inspectors, mentioned in Order No. 120.	Annual—15th March.	120
3 Reports on Sergeants	Annual—15th September.	120
4 Certificate for having written up or scrutinized the personal files maintained by Superintendents and officers subordinate to them.	Half-yearly—1st January and 1st July.	112
5 Reports on Officers mentioned in Order No. 119.	Half-yearly—15th March and 15th September.	119

Serial number and name of the report or return.	*For what period (annual, half-yearly, quarterly, monthly, or at other times) and date on which due.*	*Order number.*
From Superintendents, Assistant Superintendents or Deputy Superintendents to the Deputy Inspector-General—*cont.*		
6 Reports on probationary Sub-Inspectors (including head constables officiating as Sub-Inspectors) and Sergeants.	Half-yearly—15th May and 15th November.	121
7 Reports on probationary Sergeants ..	After joining the district from the M.S.P.—Every three months.	119
8 Station and Circle Inspection Reports.	Soon after each inspection.	149, 150
9 Copies of confidential sheets of subordinate officers whose personal files are maintained by the Deputy Inspector-General.	When a sheet is opened and whenever subsequent entries are made in the sheet.	110
10 Telegraphic Reports of specially grave offences, etc.	When necessary ..	580
From the Principal, Police Training College, Vellore, to the Inspector-General.		
1 Report of cases of successful detection of corruption among Government servants during the previous year.	Annual—5th January.	
2 Reports on Deputy Superintendents.	Half-yearly—1st April and 1st October.	116
3 Report of non-permanent Government servants discharged for suspected or proved corruption during the previous quarter.	Quarterly, 8th April, 8th July, 8th October, and 8th January.	
From the Principal, Police Training College, Vellore, to the Deputy Inspector-General.		
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Serial number and name of the report or return.	*For what period (annual, half-yearly, quarterly, monthly, or at other times) and date on which due.*	*Order number.*
From the Commandant, Malabar Special Police, to the Deputy Inspector-General.		
1 Report on officers mentioned in Order No. 120.	Annual—15th March and 15th September.	120
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Serial number and name of the report or return.	*For what period (annual, half-yearly, quarterly, monthly, or at other times) and date on which due.*	*Order number.*
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PERIOD OF RETENTION OF RECORDS.

[NOTE.—Years are always calendar years unless specified to the contrary.]

Number and name of record.	*Period of retention.*	*Remarks.*
Superintendent's Records.		
1 Weekly Report	Ten years ..	....
Inspector's Records.		
1 Circle Information Book ..	Permanent ..	To be retained by Inspector.
2 Visiting Books for Gazetted Officers.	Do. ..	Do.
3 Criminal Intelligence Gazette ..	Ten years ..	To be destroyed by the Inspector on the Superintendent's sanction.
4 Measurement Book	Ten years from the date of final record.	Do.
5 Police Gazette, Part I	Thirty years ..	Do.
6 District Police Sheet file ..	Five years ..	Do.
7 Weekly Crime and Occurrence sheet.	Do. ..	Do.
8 Register of Government Property.	Do. ..	To be sent in January for retention in District office.
9 Crime Register	Three years ..	To be destroyed by the Inspector on the Superintendent's sanction.
10 Note-book	Do. ..	Do.
11 Casual Leave Register	Do. ..	Do.
12 Travelling Diary	Do. ..	To be sent in January for retention in District office.
13 Memo. Form Book	Do. ..	Do.
14 Tappal Book	Do. ..	Do.
15 Ammunition Account Register.	Do. ..	Do.
16 Target Practice Register ..	Do. ..	Do.
17 Indent Book	Do. ..	Do.
18 List of articles returned to the Stores.	Do. ..	Do.
19 Register of Stationery and Printed Forms.	Do. ..	Do.
20 Case Diary	Three years after disposal of the case.	To be destroyed by the Inspector on the Superintendent's sanction.
21 Village Roster ..	Two years ..	Do.
22 Police Gazette, Part II ..	Six months ..	Do.
District Intelligence Bureau.		
1 Weekly Crime and Occurrence sheet	Ten years ..	--
2 Monthly Review of Crime ..	Five years ..	..
3 Weekly Crime and Occurrence sheet of bordering districts and States.	Three years ..	..

Number and name of record.	*Period of retention.*	*Remarks.*
Station-house Records.		
1 Visiting Book	Permanent ..	To be retained in the station.
2 Station Crime History, Parts I and IV.	Do. ..	Do.
2A Cash book maintained in Police stations.	Twenty-five years.	Do.
3 Visiting Books of abolished Police stations.	Twenty years.	Do.
4 Visiting Books of abolished Police divisions.	Do.	To be retained in the kasba station of the Circle.
5 Criminal Intelligence Gazette file	Ten years ..	To be destroyed by the Inspector on the Superintendent's sanction.
6 Station Crime History, Part II.	Five years ..	Do.
6A Station Crime History, Parts III and V.	Ten years ..	Do.
6B Personal sheets of Notified Tribe Members removed from District Register.	10 years ..	
7 Police Gazette file, Part I ..	Thirty years ..	To be destroyed by the Inspector on the Superintendent's sanction.
8 District Police sheet file ..	Five years ..	Do.
9 Superintendent's Circular file.	Do. ..	Do.
10 Weekly Crime and Occurrence sheets.	Do. ..	Do.
11 Petty Cases Register	Three years ..	Do.
12 Casual Leave Register ..	Do. ..	Do.
13 First Information Report ..	Filed together. Three years after the disposal of the case.	Do.
14 Case Diary	Do.	Do.
15 General Diary Books ..	One year ..	Do.
16 Note-books of station staff ..	Do. ..	Do.
17 Check Register of K.D.'s ..	Do. ..	Do.
18 "A" List file	Do. ..	To be destroyed by the Inspector on the Superintendent's sanction on receipt of revised list.
19 General Memo. file	Do. ..	To be destroyed by the Inspector on the Superintendent's sanction.
20 Inspector's Memo. file ..	Do. ..	Do.
21 Magistrate's Memo. file ..	Do. ..	Do.
22 Report of death of convicts ..	Till the end of the year in which it originated.	To be destroyed in the station.

Number and name of record.	*Period of retention.*	*Remarks.*
Station-house Records—*cont.*		
23 Police Gazette file, Part II ..	Six months ..	To be destroyed by the Inspector on the Superintendent's sanction.

The following Station-house Records will be retained in the District Office. Records no longer required in the station will be sent in every January. Books of counterfoil will be sent in when the record is in that form :—

24 Old Crime and Occurrence Registers.	Twenty years.	....
25 Prisoner's Search Register ..	Do.	....
26 General Conviction Register ..	Do.	On revision send old books to District Office.
27 Crime Abstract	Three years ..	....
28 Arrest Report	Do. ..	....
29 Report of property seized ..	Do. ..	....
30 Bail and Security Bond of accused.	Do. ..	....
31 Bail and Security Bond in Prohibitio Cases.	Do. ..	....
32 Search List	Do. ..	....
33 Charge sheet	Do. ..	....
34 Recognizance Bond of witnesses.	Do. ..	....
35 Final Report	Do. ..	....
36 Notice to complainants in false cases.	Do. ..	....
37 Process Register	Do. ..	....
38 Certificates under section 565, Cr.P.C.	Do. ..	....
39 Bad Character Roll, Form A .	Do. ..	....
40 Bad Character Roll, Form B ..	Do. ..	....
41 Foreigner' s Roll	Do. ..	....
42 Conviction Memo. for Finger Print purposes.	Do. ..	....
43 Register of Prioners handcuffed.	Do. ..	....
44 Register of Licences under the Act.	Do. ..	....
45 Register of Arms Deposited ..	Do. ..	....
46 Pound Fund Register	Do. ..	....
47 Duty Roster	Do. ..	....
48 Beat Books	Do. ..	....
49 Village Roster	Do. ..	....
50 Sentry Relief Book	Do. ..	....
51 Memo. Form Book	Do. ..	....
52 Tappal Book	Do. ..	....
53 Railway Warrant Book	Do. ..	....
54 Bus Warrant Book	Do. ..	....
55 Inspector's Visiting Book ..	Do. ..	....

NOTE.—Bad Character Rolls, Forms A and B, Foreigners Roll, Register of Licences under the Arms Act, Register of Arms Deposited and Inspectors, Visiting Book should be kept in the station for three years and Crime Abstract for five years after completion. Other records should be retained as long as is necessary for gazetted officers' inspection.

PERIOD OF RETENTION.

The following records maintained in connexion with the working of the Hackney Carriage Act will be retained for the periods noted against each: —

1	Register of Hackney Carriage ..	Three years.
2	Register of Hackney Carriage Drivers.	Do.
3	Accounts of Receipts under the Hackney Carriage Act.	Do.
4	Expenditure Account of the Hackney Carriage Establishment.	Do.
5	Register showing the sale of duplicate licences of carriages and drivers.	Do.
6	Deposit Register of badges and licences of drivers.	Do.
7	Unclaimed Property Book ..	Do.
8	Receipts and Issue Book of Books, Forms and Stationery of the Hackney Carriage Department.	Do.
9	Application for Carriage Licence	One year.
10	Licence for a Hackney Carriage.	Do.
11	Licence for a driver of Hackney Carriage.	Do.
12	Receipt Book, Hackney Carriage Department.	Do.

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ANNEXURE I.

THE SPECIAL RULES FOR THE MADRAS POLICE SUBORDINATE SERVICE.

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THE MADRAS POLICE SUBORDINATE SERVICE.

In exercise of the powers conferred by sections 8 and 10 of the Madras District Police Act, 1859 (Central Act XXIV of 1859), and sections 9 and 11 of the Madras City Police Act, 1888 (Madras Act III of 1888), read with the proviso to Article 309 of the Constitution of India, and of all other powers hereunto enabling, and in supersession of the special rules re-issued in G.O. No. 2743, Public (Services), dated the 30th September 1953, the Governor of Madras hereby makes the following Special rules for the Madras Police Subordinate Service.

The rules hereby made shall come into force on and from the 1st January 1955.

Special Rules.

1. *Definitions.*—In these rules, unless there is anything repugnant in the subject or context—

(1) "*Appointed to the service*".—A person is said to be "appointed to the service" when in accordance with these rules or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of the service or commences the probation, instruction or training prescribed for members thereof;

(2) "*Approved candidate*".—"Approved candidate" means a candidate whose name appears in an authoritative list of candidates approved for appointment to any class or category of the service;

Explanation.—The inclusion of a candidate's name in any such list shall not confer on him any claim to appointment to the class or category of the service;

(3) "*Approved probationer*".—"Approved probationer" means a member of the service who has satisfactorily completed, or is deemed to have completed, his probation and awaits appointment as a full member in any class or category of the service;

(4) "*Backward Classes*".—"Backward Classes" means the communities mentioned in Schedule I to Part I of the Madras State and Subordinate Services Rules for the time being in force;

(5) "*Discharge of a probationer*".—"Discharge of a probationer" means, in case the probationer is a full member or an approved probationer of another service, class or category reverting him to such service, class or category, in case he has been promoted from a lower category reverting him to such category, and in any other case, dispensing with his services;

(6) "*Duty*".—A person is said to be "on duty" as a member of the service—

(*a*) when he is performing the duties of a post borne on the cadre of the service or is undergoing the probation, instruction or training prescribed for the service;

(*b*) when he is on joining time; or

(*c*) when he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the State Government, having been on duty immediately before and immediately after such absence;

(7) "*Full member*".—"Full member" means a member of the service who has been appointed substantively to a permanent post borne on the cadre thereof;

(8) "*Member of the service*".—"Member of the service" means a person who has been appointed to the service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of the service;

(9) "*Probationer*".—"Probationer" means a member of the service who has not completed his probation;

(10) "*Recruited direct*".—A candidate is said to be "recruited direct" to the service, class, category or post when at the time of his first appointment thereto he is not in the service of the Government of India or the Government of a State:

Provided that for the purposes of this definition, a person shall be deemed to be not in the service of the Government of India or the Government of a State—

(i) if a period of five years has not elapsed since his first appointment to a service of the Government of India or the Government of a State, or

(ii) if he holds a post, the conditions of service of the holder of which have been declared to be matters not suitable for regulation by rule, or

(iii) if he belongs to the Scheduled Castes, Scheduled Tribes or Backward Classes;

(11) "*Recruited by transfer*".—A candidate is said to be "recruited by transfer" to the service—

(*a*) if at the time of his first appointment thereto, he is either a full member or an approved probationer in the Madras High Court Service or in any other service the rules for which prescribe a period of probation for members thereof; or

(*b*) in case, at the time of his first appointment thereto, he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in in that post satisfactory service for a total period of two years within a continuous period of three years.

Explanation.—Where these rules provide for recruitment to the service or to any class or category thereof by transfer from any specified service, class or category, a candidate need not, for the purposes of such recruitment, be a full member or an approved probationer in the service, class or category so specified, provided he is a full member or an approved probationer in any other service. class or category;

(12) "*Scheduled Castes*".—"Scheduled Castes" means the communities mentioned in Part A of Schedule II to Part I of the Madras State and Subordinate Services Rules for the time being in force.

Explanation.—No person who professes a religion different from Hinduism shall be deemed to be a member of a Scheduled Caste;

(13) "*Scheduled Tribes*".—"Scheduled Tribes" means the communities mentioned in Part B of Schedule II to Part I of the Madras State and Subordinate Services Rules for the time being in force;

(14) "*War service*".—"War service" means—

(*a*) service of any kind in a unit or formation liable for service overseas or in any operational area or in the Indian National Army (I.N.A.);

(*b*) service in India under Military, Munitions or Stores authorities or in factories with a liability to serve overseas or in any operational area;

(*c*) all other service involving subjection to Naval, Military or Air Force law;

(*d*) a period of training with a Military unit or formation involving liability to serve overseas or in any operational area;

(*e*) valuable service rendered to the fighting forces in other ways, e.g., by way of recruiting;

(*f*) service in A.R.P. or any other Civil Defence organization specified in this behalf by the Central or State Government;

(*g*) (i) any service connected with the prosecution of the war which a person is required to undertake by a competent authority under the provisions of any law for the time being in force;

(ii) service in any of the following :—

(1) National War Front organization.

(2) Camouflage organization.

(3) Special organization for the production of war supplies through small-scale industries.

(4) Any post associated with the training of war technicians if duty in such post is declared by the Central Government to be 'Military duty'.

(5) Post of Special Constable on Coastal Patrol duty.

(6) Survey of India if the service was temporary and involved liability for service overseas.

NOTE.—(1) Only wholetime service of any of the kinds specified above will be recognized as war service.

(2) Service in the Civil Pioneer Force, Madras Civil Labour Units and Madras Labour Units for Ceylon will be deemed to fall within the scope of clause (c).

(3) Persons whose service of any of the kinds specified above has been characterised in their discharge certificate or other document as 'indifferent' or "bad" shall not be eligible for the concessions allowed by these rules.

(4) Persons who have been discharged from the Army, Navy or Air Force or from any other kind of war service for any reasons other than those specified below shall not be eligible for the concessions allowed by these rules:—

(i) Medical invalidation.

(ii) Demobilization.

(iii) Completion of engagement.
(iv) Unlikely to become an efficient soldier or airman, etc.
(v) Services no longer required.
(vi) Character not tested.
(vii) Compassionate grounds.
(viii) Unfit for service.
(ix) Below standard.

(5) The service shall be in connexion with the war of 1939–1946.

2. *Constitution.*—The service shall consist of the following classes and categories of officers :—

Class I.

Category—

1 Inspectors of Police.

2 Sub-Inspectors of Police.

3 Reserve Inspectors.

4 Sergeants including the Bandmaster, Police Training College, Vellore.

5 Jamadars.

6 Head Constables including Band Head Constables, Police Training College, Vellore, and Reserve Head Constables, including Armourers, Signallers and Motor Transport Drivers.

7 Constables including Band Constables, Police Training College, Vellore, Reserve Constables, Buglers and Bellows-boys.

Class II.

Category—

1 Senior Reporters, Shorthand Bureau, Vellore, Inspectors of Police, Shorthand Bureau, Vellore.

2 Junior Reporters Shorthand Bureau, Vellore, Sub-Inspectors of Police, Shorthand Bureau, Vellore.

Class III.

Tester Sub-Inspectors of the Finger-Print Bureau.

Class IV.

Category—

1. Daffadar and Lance Daffadars of the Sowar troop.

2. Sowars.

3. *Method of appointment and promotion.*—(*a*) Appointment to the several classes and categories shall be made as indicated in Annexure I.

(*b*) (i) Promotion to the undermentioned posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal :—

Inspectors.
Senior Reporters, Shorthand Bureau, Vellore.
Sub-Inspectors.
Reserve Inspectors.
Sergeants.
Jamadars.

Head Constables including Band Head Constables, Police Training College, Vellore.

Reserve Head Constables including Armourers, Signallers and Motor Transport Drivers.

(ii) Such promotion shall be made from a list of qualified candidates suitable for promotion prepared by the appointing authority and such list shall, except in the case of promotion to Sub-Inspectors, Jamadars and Head Constables including Band Head Constables, Police Training College, Vellore, and Reserve Head Constables including Armourers, Signallers and Motor Transport Drivers be prepared in consultation with the Inspector-General of Police, and in the case of promotion to Jamadars such list shall be prepared in consultation with the Deputy Inspector-General of Police concerned.

Where candidates in such list are arranged in the order of preference, promotions shall be made in such order :

(*c*) In the list of head constables fit for promotion as Sub-Inspectors of Police, only men satisfying the following conditions shall be included :—

(1) Must have a good working knowledge of English ;

(2) must not have completed 40 years of age on the date of the commencement of the training ; and

(3) must have completed a total service of seven years and must have served as Head Constables, whether permanent or officiating, for a period of not less than two years.

The Superintendents of Police will submit the list prepared by them to the Deputy Inspectors-General of Police, who will, after first holding a written examination, and a *viva voce* examination, including a Drill Test, thereafter, for those who are successful at the written examination, select the men for the training prescribed in rule 18.

(*d*) All other promotions shall, subject to the provisions of rules 14 and 15, be made in accordance with seniority unless—

(1) the promotion of a member has been withheld as a penalty ; or

(2) a member is given special promotion for conspicuous merit and ability.

(*e*) No member of the service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his period of probation in that category.

4. *Revision of orders of promotion to selection posts.*—An order promoting a member of the service or class to a selection category or grade therein, made by a competent authority may be revised by an authority to which an appeal would lie against an order of

dismissal passed on a full member of the service, class, category or grade as the case may be. Such revision may be made by the appellate authority aforesaid either *suo motu* at any time, or on a petition submitted by any aggrieved member within six months from the date of passing the order:

Provided that the said period of six months may be extended by the appellate authority if sufficient cause is shown for the delay in the submission of petition.

5. *Revision of list of approved candidates for appointment or promotion.*—Notwithstanding anything contained in these rules, the State Government shall have power to revise in any manner they consider suitable, any list of approved candidates, for appointment or promotion to any category or class of the service, prepared by the Head of the Department, in exercise of the powers conferred on him by these rules.

6. *Right of probationers and approved probationers to appointment to vacancies.*—A vacancy in any class or category of the service not being a vacancy which should be filled by direct recruitment shall not be filled by the appointment of a person who has not yet commenced his probation in such class or category when an approved probationer or a probationer therein is available for such appointment.

7. *Order of discharge of probationers and approved probationers.*—(*a*) Probationers and approved probationers who were recruited direct shall not be discharged for want of vacancies. Other probationers and approved probationers shall be discharged for want of vacancies in the following order:—

first, the probationers in order of juniority; and
second, the approved probationers in order of juniority.

(*b*) The order of discharge laid down in sub-rule (*a*) may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

8. *Order of re-appointment of discharged approved probationers and probationers.*—Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as vacancies arise, in the inverse of the order laid down in sub-rule (*a*) of rule 7:

Provided that the said order may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

9. *Members absent from duty.*—(*a*) The absence of a member of the service from duty, whether on leave, on foreign service or on deputation or for any other reason and whether his lien on a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn—

(i) for re-appointment to a substantive or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer; or

(ii) for promotion from a lower to a higher category in the service ; or

(iii) for appointment to any substantive or officiating vacancy in another service for which he may be an approved candidate,

as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment. seniority, probation and confirmation which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

(*b*) The absence from duty in another service, of a member of that service who is an approved candidate for appointment by transfer to this service, whether such absence be on leave, foreign service or deputation or for any other reason and whether his lien on a post borne on the cadre of the other service is or has been suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn for appointment to any substantive or officiating vacancy in this service for which he may be an approved candidate, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation, which he would have enjoyed but for his absence, subject to his completing satisfactorily the period of probation in respect of this service :

Provided that a member of the service who is appointed to another service and is a probationer or an approved probationer in the latter service, shall not be appointed under clause (iii) of sub-rule (*a*) to any other service for which he may be an approved candidate unless he relinquishes his membership in the latter service in which he is a probationer or an approved probationer.

10. *Temporary appointment.*—(*a*) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a class or a category of the service and there would be undue delay in making such appointment in accordance with these rules, the appointing authority may temporarily appoint a person, otherwise than in accordance with the said rules.

(*b*) No appointment under sub-rule (*a*) shall ordinarily be made of a person who does not possess the qualifications, if any, prescribed for the said service, class or category. Every person who does not possess such qualifications and who has been or is appointed under sub-rule (*a*) shall be replaced as soon as possible by a person possessing such qualifications.

Note.—Notwithstanding anything contained in these rules, every person discharged from employment on the reorganisation of the Government departments and offices consequent on the formation of the State of Andhra shall for the purpose of computing his age for appointment under this sub-rule to any of the posts in the service, be allowed to deduct from his actual age, the period of his previous service under the State Government prior to his discharge on or before the 31st October 1953.

(*c*) Where it is necessary to fill a short vacancy in a post borne on the cadre of a class or a category of the service and the appointment of the person who is entitled to such appointment under these rules would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may appoint any other person who possesses the qualifications, if any, prescribed for the said class or category, as the case may be.

(*d*) A person appointed under sub-rule (*a*) shall, whether or not he possesses the qualifications prescribed for the service, class or category to which he is appointed, be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under these rules.

(*e*) A person appointed under sub-rule (*a*) or (*c*) shall not be regarded as a probationer in such class or category or be entitled by reason only of such appointment to any preferential claim to future appointment to such class or category. The services of a person appointed under sub-rule (*a*) or (*c*) shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

If such person is subsequently appointed to such class or category in accordance with these rules, he shall commence his probation therein from the date of such subsequent appointment or from such earlier date as may be determined in the case of the Madras City Police, by the Commissioner of Police and in the mufassal, by the Inspector-General of Police. He shall be eligible to draw increments in the time-scale of pay applicable to him from the date of commencement of his probation, but shall not be entitled to arrears of pay unless otherwise ordered by the State Government.

(*f*) There shall be paid to a person appointed under sub-rule (*a*) or sub-rule (*c*) either his substantive pay or the pay of the lowest grade or the minimum pay in the time-scale of pay, as the case may be, applicable to his category, whichever is higher. But the latter pay shall not be admissible, unless the appointment of the person concerned involves the assumption of duties and responsibilities of greater importance than those attaching to his permanent post.

11. *Selection and Reservation of appointments—Sub-Inspectors.*— The selection will be by a Board consisting of the Deputy Inspectors-General of Police and the Commissioner of Police, Madras, as members, and the Assistant Inspecter-General of Police as the Convenor. Appointment of Sub-Inspectors of Police by direct recruitment shall, so far as qualified and suitable candidates are available, be made on the following basis :—

(*a*) The unit of appointments for the purpose of this rule shall be hundred, of which sixteen shall be reserved for the Scheduled Castes and the Scheduled Tribes and twenty-five shall be reserved for the Backward Classes and the remaining fifty-nine shall be filled on the basis of merit.

(*b*) The claims of members of the Scheduled Castes and the Scheduled Tribes and the Backward Classes shall also be considered for the fifty-nine appointments which shall be filled on the basis of merit; and where a candidate belonging to a Scheduled Caste,

Scheduled Tribe or a Backward Class is selected on the basis of merit, the number of posts reserved for Scheduled Castes and Scheduled Tribes or for Backward Classes, as the case may be, shall not, in any way, be affected ; and

(*c*) Appointments under this rule shall be made in the order of rotation specified below in every cycle of twenty-five vacancies :—

1 Open competition.
2 Scheduled Castes and Scheduled Tribes.
3 Open competition.
4 Backward Classes.
5 Open competition.
6 Open competition.
7 Backward Classes.
8 Open competition.
9 Scheduled Castes and Scheduled Tribes.
10 Open competition.
11 Open competition.
12 Backward Classes.
13 Open competition.
14 Backward Classes.
15 Open comeptition.
16 Scheduled Castes and Scheduled Tribes.
17 Open competition.
18 Open competition.
19 Backward Classes.
20 Open competition.
21 Open competition.
22 Scheduled Castes and Scheduled Tribes.
23 Open campetition.
24 Backward Classes.
25 Open competition.

NOTE.—In every fourth cycle, the twenty-fifth turn will be reserved for the Backward Classes.

(*d*) If a qualified and suitable candidate belonging to any of the Scheduled Castes and Scheduled Tribes or the Backward Classes is not available for appointment in the turn allotted for them in the cycle, the turn will lapse and the vacancy shall be filled by the next turn in the order of rotation. No account shall be taken of any lapsed turns of the Scheduled Castes and the Scheduled Tribes or of the Backward Classes.

12. *Reservation of appointments—Sergeants.*—Appointments to the service as Sergeants including the Bandmaster, Police Training College, Vellore, in category 4 of Class I (Sergeants) by direct recruitment shall, so far as qualified and suitable candidates are available, be made in the following manner :—

(*a*) The unit of appointments for the purpose of this rule shall be hundred, of which sixteen shall be reserved for the Scheduled Castes and the Sheduled Tribes and twenty-five shall be reserved for the Backward Classes and the remaining fifty-nine shall be filled on the basis of merit,

(*b*) The claims of members of the Scheduled Castes and the Scheduled Tribes and the Backward Classes shall also be considered for the fifty-nine appointments which shall be filled on the basis of merit; and where a candidate belonging to a Scheduled Caste, Scheduled Tribe or a Backward Class is selected on the basis of merit, the number of posts reserved for Scheduled Castes and Scheduled Tribes or for Backward Classes, as the case may be, shall not, in any way, be affected,

(*c*) Appointments under this rule shall be made in the order of rotation specified below in every cycle of twenty-five vacancies :—

1 Open competition.
2 Scheduled Castes and Scheduled Tribes.
3 Open competition.
4 Backward Classes.
5 Open competition.
6 Open competition.
7 Backward Classes.
8 Open competition.
9 Scheduled Castes and Scheduled Tribes.
10 Open competition.
11 Open competition.
12 Backward Classes.
13 Open competition.
14 Backward Classes.
15 Open competition.
16 Scheduled Castes and Scheduled Tribes.
17 Open competitions.
18 Open competition.
19 Backward Classes.
20 Open competition.
21 Open competition.
22 Scheduled Castes and Scheduled Tribes.
23 Open competition.
24 Backward Classes.
25 Open competition.

NOTE.—In every fourth cycle. the twenty-fifth turn will be reserved for the Backward Classes.

(*d*) If a qualified and suitable candidate belonging to any of the Scheduled Castes and Scheduled Tribes or the Backward Classes is not available for appointment in the turn allotted for them in the cycle, the turn will lapse and the vacancy shall be filled by the next turn in the order of rotation. No account shall be taken of any lapsed turns of the Scheduled Castes and the Scheduled Tribes or of the Backward Classes.

12-A. *Reservation of appointments—Junior Reporters of the Shorthand Bureau, Vellore.*—Appointment to the Service as Junior Reporters, Shorthand Bureau, by direct recruitment shall, so far

as qualified and suitable candidates are available, be made in the following manner :—

(*a*) The unit of appointments for the purpose of this rule shall be hundred of which sixteen shall be reserved for the Scheduled Castes and the Scheduled Tribes and twenty-five shall be reserved for the Backward Classes and the remaining fifty-nine shall be filled on the basis of merit.

(*b*) The claims of members of the Scheduled Castes and the Scheduled Tribes and the Backward Classes shall also be considered for the fifty-nine appointments which shall be filled on the basis of merit ; and where a candidate belonging to a Scheduled Caste, Scheduled Tribe or a Backward Class is selected on the basis of merit, the number of posts reserved for Scheduled Castes and Scheduled Tribes or for Backward Classes, as the case may be, shall not, in any way, be affected.

(*c*) Appointments under this rule shall be made in the order of rotation specified below in every cycle of twenty-five vacancies :—

1 Open competition.
2 Scheduled Castes and Scheduled Tribes.
3 Open competition.
4 Backward Classes.
5 Open competition.
6 Open competition.
7 Backward Classes.
8 Open competition.
9 Scheduled Castes and Scheduled Tribes.
10 Open competition.
11 Open competition.
12 Backward Classes.
13 Open competition.
14 Backward Classes.
15 Open competition.
16 Scheduled Castes and Scheduled Tribes.
17 Open competition.
18 Open competition.
19 Backward Classes.
20 Open competition.
21 Open competition.
22 Scheduled Castes and Scheduled Tribes.
23 Open competition.
24 Backward Classes.
25 Open competition.

NOTE.—In every fourth cycle, the twenty-fifth turn will be reserved for the Backward Classes.

(*d*) If a qualified and suitable candidate belonging to any of the Scheduled Castes and Scheduled Tribes or the Backward Classes is not available for appointment in the turn allotted for them in the cycle, the turn will lapse and the vacancy shall be filled

by the next turn in the order of rotation. No account shall be taken of any lapsed turns of the Scheduled Castes and the Scheduled Tribes or of the Backward Classes.

13. *Qualifications.*—No person shall be eligible for appointment to the service by direct recruitment unless he—

(*a*) satisfies the appointing authority that he is of sound health, active habits and free from any bodily defect or infirmity unfitting him for such service ; and

(*b*) satisfies the appointing authority that his character and antecedents are such as to qualify him for such service.

14. *Special qualifications.*—(i) No person shall be eligible for appointment to the class and category specified in column (1) of Annexure II to these rules unless he possesses the special qualifications prescribed in the corresponding entry in column (2) thereof.

(ii) A candidate who has rendered war service shall be eligible for appointment to posts for which the minimum general educational qualification has been prescribed in Annexure II to these rules, if he has appeared for the Secondary School-Leaving Certificate Examination of the State and has been declared eligible for College course :

Provided that the Inspector-General of Police may, for reasons to be recorded in writing, appoint, until the end of December 1958, persons not possessing the qualification in regard to physical requirements prescribed in the said annexure, as Constables :

Provided further that the Inspector-General of Police may, until the end of December 1958, appoint as buglers persons not possessing the requisite educational qualification prescribed in the said annexure. Such educationally unqualified persons appointed as buglers will not be eligible for appointment as constables.

15. *Temporary promotion.*—(*a*) Where general educational qualifications, special qualifications or special tests are prescribed for any class, category, grade or post which are not prescribed for a class, category or grade carrying a lower rate of pay and no member in the category or grade carrying the lower rate of pay is eligible for promotion to such category, grade or post, a member in such lower category or grade may be promoted to the category or grade carrying the higher rate of pay temporarily. Every member who does not possess the prescribed qualifications and who has been or is temporarily promoted shall be replaced as soon as possible by promoting a person possessing the prescribed qualifications. A member temporarily promoted shall, whether or not he possesses the qualifications prescribed for the class, category, grade or post to which he is promoted, be replaced as soon as possible by a member who is entitled to promotion under these rules. A member temporarily promoted under this rule shall not, by reason only of such promotion, be regarded as a probationer in the category or grade to which he has been promoted, or be entitled to any preferential claim to future promotion.

The services of a member promoted under this sub-rule shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

(*b*) A probationer in a category carrying a lower rate of pay who is promoted temporarily under sub-rule (*a*) to a category carrying a higher rate of pay in the service shall be entitled to count towards his probation in the former category the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

16. (*a*) *Probation.*—Every person appointed to a class or category shall, from the date on which he joins duty, be on probation as follows :—

Appointment by direct recruitment or recruitment by transfer from any other service.

(1) Sub-Inspectors (category 2 of Class I).	Continuous period of two years and six months on duty or a total period of three years on duty.
(2) Sergeants including the Band-master, Police Training College, Vellore (category 4 of Class I).	Continuous priod of two years on duty or a total period of two years and six months on duty.
(3) (i) Any other class or category ..	Total period of two years on duty within] a continuous period of three years.
(ii) Retrenched Special Armed Police men on appointment as Constables in this service.	Total period of one year on duty (including the period of training for three months in the Police Recruits' School).
(iii) Qualified Special Armed Police men on appointment by transfer as Constables in this service.	Total period of one year on duty (including the period of training for three months in the Police Recruits' School).

Appointment by promotion.

(4) Promotion from one category to another involving assumption of duties and responsibilities of greater importance than those attaching to the former category.	Total period of two years on duty within a continuous period of three years.

(*b*) *Probation on absorption of staff from the merged territory of Pudukkottai.*—(i) In the case of a person who has been absorbed in a post in this service and has been required on or before the 20th May 1952 to undergo any probation, he shall undergo the prescribed period of probation.

(ii) Where the person has not been required to undergo any specified period of probation on absorption on or before the 20th May 1952, he shall undergo the prescribed period of probation if he has been absorbed in a higher post than that which he was formerly holding in the service of any of the merged territories of Pudukkottai.

(iii) A person who has not been absorbed on or before the 20th May 1952 or is not absorbed after the said date in a higher post shall not be required to undergo any probation irrespective of the fact that the post held by him after absorption is not similar or equivalent to that which he formerly held.

(c) *Absorption of staff from the merged territory of Pudukkottai.*—(i) Notwithstanding anything contained in rule 26 (*b*) a person who was holding a permanent post in any of the merged territory of Pudukkottai, shall, on absorption in a post in this service, be appointed in such post as a full member.

(ii) A person who was holding a permanent post and was officiating in a higher post in any of the merged territory of Pudukkottai, shall, on absorption in a post in this service, be given a lien on a permanent post similar to the post which he was holding substantively in such territory and shall be allowed to officiate in a higher post to which he has been appointed.

(iii) In the case of a temporary employee of the merged territory of Pudukkottai, he shall, on absorption in a post in this service, be treated as a probationer from the date of his absorption in such post.

17. *Probation—Suspension, termination or extension.*—At any time before the expiry of the prescribed period of probation, or the extended period of probation under rule 20, as the case may be, the appointing authority may—

(*a*) suspend the probation of a probationer and discharge him for want of a vacancy ; and

(*b*) at its discretion, by order, either extend the period of probation of the probationer in case the probation has not been extended under rule 20 or terminate his probation and discharge him from service after giving him a reasonable opportunity of showing cause against the proposed termination of probation :

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (*d*), (*h*), (*i*) and (*j*) of rule 2 of the Madras Police Subordinate Services Discipline and Appeal Rules, 1955, and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to terminate his probation, a further opportunity of showing cause specifically against termination of his probation need not be given to him.

Explanation.—An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

18. (*a*) *Probationers who have to undergo training and their pay.*—Probationers shall undergo training and examination as follows within the period of their probation and their pay during the period shall be as indicated below :—

Probationers. (1)	Course of training. (2)	Pay. (3)
(1) Sub-Inspectors recruited direct or by transfer from any other service (Category 2 of Class I).	(i) Course of training for one year in the Police Training College, Vellore, and examination in the subjects prescribed for the course.	During the period of training in the school and during the period of practical training otherwise than in independent charge of a police station—Rs. 60 a month.

Probationers. (1)	Course of training. (2)	Pay. (3)
(1) Sub-Inspectors recruited direct or by transfer from any other service (Category 2 of Class I)—*cont.*	A probationer shall have two chances for passing the examinations one at the end of the course and the second six months hence : Provided that the Inspector-General of Police may, for adequate reason to be recorded in writing, allow a probationer a third chance to pass the examination. (The deficiency in the period of training of a fresh probationer appointed in the place of a first recruit within three months after the opening of the school shall be disregarded.)	
	(ii) After the above course practical training for one year and six months, including independent charge of a police station for not less than one year and an oral examination in practice held by the Superintendent of Police in the mufassal and by a Deputy Commissioner under the orders of the Commissioner of Police in the City of Madras.	During the period of practical training independent charge of a police station and thereafter during the period of probation — The minimum pay in the time-scale of pay.
(2) Sergeants (category 4 of Class I) recruited direct.	During the first twelve months, a special course of training with the Malabar Special Police ; NOTE.—Deficiency not exceeding two months in the period of training of a probationer shall be disregarded.	During the period of training with the Malabar Special Police, Rs. 65 a month and thereafter the minimum pay in the time-scale of pay.
(3) Jamadars recruited direct.	Course of training for a period of six months in the Malabar Special Police.	During the period of training with the Malabar Special Police, Rs. 65 a month.
(4) (i) Constables (other than Band Constables, Police Training College, Vellore), Reserve Constables, Buglers and Bellows boys (category 7 of Class I), Sowars (category 2 of Class IV).	(i) If appointed otherwise than by transfer from the Malabar Special Police, training for a period of not less than six months in a Police Recruits' School.	(*a*) From the date of enlistment to the date of completion of training—Rs. 20 a month. After the completion of the training and during the remaining period of probation—Rs. 25 a month.

Probationers. (1)	Course of training. (2)	Pay. (3)
(4) (i) Constables (other than Band Constables, Police Training College, Vellore), Reserve Constables, Buglers and Bellows boys (category 7 of Class I). Sowars (category 2 of Class IV)—*cont.*	(ii) Educationally unqualified persons who are enlisted as buglers are exempted from the training in the Police Recruits' School.	(*b*) From the date of appointment till the date of completion of probation—Rs. 25 a month and thereafter in the time scale of Rs. 30—½ A—40.
(ii) Retrenched Special Armed Police men on appointment as Constables in this service.	Course of training for a period of three months in the Police Recruits' School.	(*a*) From the date of appointment in the Madras Police Subordinate Service to the date of completion of probation (including the training period)—Rs. 25 a month. (*b*) From the date of completion of probation—Rs. 30—½ (A)—40.
(iii) Qualified Special Armed Police men on appointment by transfer as Constables in this service.	Course of training for a period of three months in the Police Recruits' School.	(*a*) From the date of appointment by transfer in this service to the date of completion of training, the pay they would have drawn but for their training in the Police Recruits' Schools. (*b*) From the date of completion of training the pay to be fixed appropriately in the scale of Rs. 32—½ (A)—40 *per mensem.*
(5) Junior Reporters of the Shorthand Bureau, Vellore.	Should undergo a course of training in shorthand, the typewriting and should pass standards I and II speed tests and the Government Technical Examination in Typewriting by the lower grade within the period of probation provided that they may be allowed a further period of six months to acquire the above qualifications on exceptional grounds.	Scale of pay as per Annexure III class II and special pay as per item 2 under shorthand bureau, Vellore, In Annexure IV.

(*b*) *Other probationers and their pay.*—Band Constables, Police Training College, Vellore, shall be paid Rs. 25 a month during the period of probation and all other probationers recruited direct or by transfer from any other service shall be paid during the period of probation the pay of the lowest grade or the minimum pay in the time-scale of pay as the case may be—to be modified if necessary by the application of Fundamental Rules 22 and 31.

(c) *Pay on officiating promotion.*—A member of the service officiating on promotion in a higher category or grade, whether he is a full member or not in a lower category or grade, shall be entitled to the minimum pay of the time-scale or the pay of the lowest grade of the category or the pay of the grade, as the case may be, only if such promotion has been declared by a specific order of the State Government to involve the assumption of duties and responsibilities of greater importance than those attaching to the latter category or grade.

(d) If, within the prescribed period of probation, a probationer fails to complete the training successfully or to pass the examination as required by sub-rule (a), the appointing authority shall forthwith, by order, discharge him unless the period of probation is extended by such authority under rule 20.

Any delay in the issue of an order discharging a probationer under this sub-rule shall not entitle him to be deemed to have satisfactorily completed his probation.

(e) (i) Head Constables selected for promotion as Sub-Inspectors shall undergo a course of training for six months in the Police Training College, Vellore. Their pay during the period of training shall be Rs. 60 *per mensem* or the amount which they would have drawn, but for their training, whichever is higher.

(ii) A written examination and a Drill Test shall be held for the Head Constables considered fit for promotion as Sub-Inspectors in the sixth month of their training a week prior to the expiry of the sixth month. The results of this examination shall be announced three days prior to the completion of the six months' period. After the examination is over the Head Constables under training will continue their training during the last week in all outdoor duties according to schedule.

(iii) Those Head Constables who fail in the examination shall be required to undergo training for a further period of one month and they shall be given a second and final chance to pass the examination. Failure for the second time will entail the removal of the name from the 'C' list of Head Constables fit for promotion to the rank of Sub-Inspector.

(iv) The seniority of Head Constables, belonging to the same batch in the promotion list for each range, shall be fixed on the basis of the marks obtained by them in the examination.

19. *Completion of probation.*—(a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the service in the category for which he was selected.

(b) If the appointing authority decides that a probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of the expiry of the prescribed period of probation.

(c) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended under rule 20, by order, discharge him after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him ;

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (d), (h), (i) and (j) of rule 2 of the Madras Police Subordinate Services Discipline and Appeal Rules, 1955, and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him.

Explanation I.—The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation II.—An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

20. *Extension of probation.*—In the case of any probationer falling under sub-rule (d) of rule 18 or sub-rule (c) of rule 19, the appointing authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed special tests, or as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation or the period of probation as extended under rule 17 (b) shall terminate at the latest when the probationer has, after the date of expiry of the period of probation prescribed for the class or category in which he is on probation, completed one year of duty in such class or category.

In cases where the probation of a probationer drawing pay on a time-scale is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. If, however, the probationer had already drawn an increment, his next increment shall be postponed until he is declared to have satisfactorily completed his probation and by the period for which his probation is extended. Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

21. *Exercise of certain powers of appointing authority by higher authorities.*—The power conferred on the appointing authority, other than the State Government, may be exercised also by any higher authority to whom the appointing authority is administratively subordinate whether directly or indirectly, in the following cases :—

(1) Termination of probation of a probationer under rule 17 (*b*).

(2) Discharge of a probationer under rule 19 (*c*).

(3) Extension of probation under rule 17 (*b*) or rule 20.

22. (*a*) *Appeal against termination of probation.*—A probationer who is discharged under clause (*b*) of rule 17 and sub-rule (*c*) of rule 19 shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which, and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of his category.

(*b*) *Revision of orders of termination of probation.*—The authority competent to entertain an appeal under sub-rule (*a*) may, either of its own motion or otherwise, revise any order discharging a probationer, under any of the provisions referred to in that sub-rule within one year of the date of such order.

(*c*) *Conditions as to reinstatement.*—(i) When an order discharging a probationer is set aside on appeal under sub-rule (*a*) or on revision under sub-rule (*b*) and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration may, with the previous sanction of the State Government, be treated as duty except for purposes of probation. The period of probation undergone by such probationer at the time of his discharge shall, however, count towards the prescribed period of probation.

(ii) Such probationer may, during the period on and from the date of his discharge to the date of his restoration, be paid such pay and allowances, not exceeding the pay and allowances to which he would have been entitled if he had not been discharged, as the authority passing the order under sub-rule (*a*) or (*b*) may, with the previous sanction of the State Government, determine.

23. *Appointing authority for members under training.*—For the purposes of rule 17 and sub-rule (*d*) of rule 18 the powers of the appointing authority shall, in the case of a candidate undergoing training at a college or school specified in column (1) of the table below, be exercised by the authority specified in the corresponding entry in column (2) thereof :—

TABLE.

School or college. (1)		Authority. (2)
Police Training College, Vellore	..	Deputy Inspector-General of Police, Railways and C.I.D., Madras.
Police Recruits' School, Vellore	..	Principal of the Police Training College, Vellore.
Any other Police Recruits' School	..	Superintendent of Police of the district in which the school is situated.

24. *Pay of approved probationers.*—(*a*) An approved probationer on duty shall be granted the pay which would be admissible to him if he were a full member of the service in the category in which he is holding a post.

(*b*) He shall be entitled to count the period of his probation excluding the period, if any, during which he was undergoing the course of training for increments in his time-scale of pay but if he has no substantive appointment he cannot count non-continuous officiating service for such increments.

25. *Seniority.*—(*a*) The seniority of a person in any class or category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such class or category or grade. If any portion of the service of such person does not count towards his probation under sub rule (*e*) of rule 10, or sub-rule (*a*) of rule 15, his seniority shall be determined by the date of commencement of his service which counts towards probation :

Provided that in the case of Sergeants including the Bandmaster, Police Training College, Vellore (recruited direct) (category 4 of Class I), the seniority shall be fixed on the completion of training with the Malabar Special Police, instead of at the time of selection, but such seniority shall be liable to revision by the Deputy Inspector-General of Police concerned if he considers it necessary, before the completion of probation.

This sub-rule shall not affect the seniority of any member of the service which may have been fixed expressly or by implication before the 19th November 1941 or any orders as to seniority which may have been passed by competent authority before the 19th November 1941.

(*b*) The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a class or category fix for any reason the order of preference among them ; and, where such order has been fixed, seniority shall be determined in accordance with it.

(*c*) The transfer of a person from one class or category of the service to another class or category carrying the same pay or scale of pay shall not be treated as first appointment to the latter for purposes of seniority and the seniority of a person so transferred shall be determined with reference to the date of his first appointment to the class or category from which he was transferred. Where any difficulty or doubt arises in applying this sub-rule seniority shall be determined by the appointing authority.

(*d*) Where a member of the service in any class, category or grade is reduced to a lower class, category or grade, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower class, category or grade next below any specified member thereof.

(*e*) The seniority of any person in a service or post of any of the merged territory of Pudukkottai, who is absorbed in a post in this service shall be determined as follows :—

(i) If he is absorbed in a post similar to that which he was formerly holding in the service of the merged territory of Pudukkottai, his seniority shall be determined by the date from which he was holding the former post continuously.

(ii) If he is absorbed in a post of a higher cadre carrying a higher scale of pay than that which he was formerly holding in the service of the merged territory of Pudukkottai, his seniority shall be determined by the date on which he joined the post in this service.

(iii) If he is absorbed in a post other than those specified in clauses (i) and (ii) which does not improve his cadre and scale of pay in the service of the merged territory of Pudukkottai, his seniority shall be determined on the basis of merit.

(*f*) The seniority of qualified Special Armed Police men appointed by transfer as constables in this service shall be determined by the date of their first appointment in this service for purposes of confirmation in vacancies in this service.

26. *Appointment of full members.*—(*a*) All appointments of approved probationers as full members of the service in a class or category shall be made by the appointing authority concerned within his jurisdiction.

(*b*) Subject to the provisions of rule 9, an approved probationer shall be appointed to be a full member in the class or category in which he has completed probation at the earliest possible opportunity in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such a vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from such date or, as the case may be, from such subsequent date from which he was continuously on duty as a member of the service in such class or category or in a higher class or category :

Provided that where more than one approved probationer is available for such appointment as full member, the seniormost approved probationer on the date of the vacancy shall be appointed.

Explanation.—For the purposes of this sub-rule, an approved probationer on leave shall be deemed to be on duty as a member of the service in the class or category concerned, if he would have been on duty in such class or category or in a higher class or category but for his absence on leave.

(*c*) Where appointment to any class or category of the service is both by direct recruitment (including recruitment by transfer) and by promotion, vacancies against which persons have been recruited direct and by transfer shall be regarded as a distinct group, while all other vacancies shall be regarded as another distinct group and appointment of full members in accordance with this rule shall be made separately in each of these groups.

27. *Pay.*—There shall be paid to a full member of the service specified in column (1) of Annexure III to these rules a monthly pay calculated in the scale specified in the corresponding entry in column (2) thereof.

28. *Special pay.*—In addition to the pay mentioned in rule 27 and subject to the limit specified in column (2) of Annexure IV to these rules, there shall be paid to a member of the service specified in column (1) of the said annexure a special pay calculated at the rate and in the circumstances specified in the corresponding entry in column (3) thereof.

29. *Uniform.*—The following members of the service shall be entitled to free supply of uniform on such scale as may be prescribed by the State Government from time to time :—

Reserve Inspectors.

Sergeants including the Bandmaster, Police Training College, Vellore.

Jamadars.

Head Constables including Band Head Constables and Reserve Head Constables including Armourers, Signallers and Motor Transport Drivers.

Constables including Band Constables, Police Training College, Vellore, Reserve Constables, Buglers and Bellows-boys.

Daffadar and Lance Daffadars of the Sowar troop.

Sowars.

30. *Uniform grant.*—Members of the service shall be entitled to uniform grant at the rates specified below.

The grants shall be admissible to members of the service including Tester Sub-Inspectors of the Finger Print Bureau, at intervals of three years. The periods spent on deputation to the Government of India will be included for the purpose of reckoning the three-year interval, but the periods spent—

(*a*) in reversion for want of vacancies in the specified category ;

(*b*) under suspension as a specific punishment ;

(*c*) on long leave beyond six months ; and

(*d*) on leave by officiating Sub-Inspectors
will be excluded for the purpose of reckoning the three-year interval.

The grants shall not, however, be paid to a member of the service if it becomes payable to him within a period of two years preceding the date on which he is due to retire.

Members. (1)	When admissible. (2)	Rates. (3)
		RS.
Inspectors of Police (category 1 of Class I).	On being declared to have satisfactorily completed the period of probation prescribed for Inspectors of Police.	80
Sub-Inspectors of Police recruited direct (category 2 of Class I).	On first appointment	60 in the mufassal and 100 in the Madras City Police.
Sub-Inspectors of Police (category 2 of Class I).	On joining the Police Training College, Vellore, for training.	Do.
Tester Sub-Inspectors, Finger Print Bureau (Class II).	On first appointment	50

NOTE.—(1) The rates of Rs. 80, Rs. 60 and Rs. 100 admisible to Inspectors of Police, Sub-Inspectors of Police in the mufassal and Sub-Inspectors of Police in the Madras City, are subject to review biennially with reference to the prevailing prices of clothing.

(2) "Inspectors and Sub-Inspectors of Police employed in the Nilgiri district shall be eligible for a uniform grant of Rs. 100 and Rs. 80 respectively. Inspectors and Sub-Iuspectors of Police transferred to the Nilgiri district shall, on their transfer, be eligible for the uniform grant of Rs. 100 and Rs. 80 respectively provided that this transfer grant shall also be taken into account for calculating the three-year interval between two uniform grants."

31. *Quarters.*—Members of the service other than Tester Sub-Inspectors of the Finger Print Bureau shall reside wherever they may be directed. Such members of the service stationed in the City of Madras (other than the Inspectors of the Government Railway Police) and all Reserve Inspectors, Sergeants including the Bandmaster, Police Training College, Vellore, Sub-Inspectors, Jamadars, head constables including Band Head Constables, Police Training College, Vellore, and Reserve Head Constables including Armourers, constables inclduding Band Constables, Police Training College, Vellore, Reserve Constables, Buglers and Bellows-boys, stationed outside the City of Madras shall be provided with rent-free quarters.

32. *Postings and transfers.*—(*a*) A member of the service shall be liable to serve in any part of the State of Madras or, when so ordered by the State Government, in any part of India outside the said State :

Provided that nothing contained in this sub-rule shall affect the operation of the provisions of Chapter XII in Part VII of the Fundamental Rules in regard to the transfer of officers to foreign service :

Provided further that no such member shall be posted or transferred to any post unless he possesses such special qualifications and has passed such special tests as may be prescribed for such post in these rules.

(*b*) All transfers and postings shall, subject to the provisions of sub-rules (*c*) and (*d*) be made by the appointing authority concerned :

Provided that any authority in the Police Department to whom the appointing authority is administratively subordinate will, in respect of any post within the jurisdiction of the appointing authority, also be competent to effect transfers and postings to a post within the jurisdiction aforesaid.

(*c*) Transfers of members of the service shall be made by the Superintendents of Police concerned within their respective jurisdiction.

(*d*) Transfers of members of the service from the jurisdiction of one Deputy Inspector-General of Police to that of another shall be made by the Deputy Inspectors-General concerned by mutual agreement.

(*e*) (i) Transfers of members of the service in the undermentioned categories of Class I may be made from the Madras City Police to the mufassal or from the mufassal to the Madras City Police :—

Category—

1 Inspectors of Police.

2 Sub-Inspectors of Police.

3 Reserve Inspectors.

4 Sergeants other than the Bandmaster, Police Training College, Vellore.

5 Head Constable (other than Band Head Constables, Police Training College, Vellore) and Reserve Head Constables including Armourers.

(ii) Transfers of members of the service in category 7 of Class I Constables (other than Band Constables, Police Training College, Vellore), Reserve Constables, Buglers and Bellows-boys, may be made from the Madras City Police to the mufassal and from the mufassal to the Madras City Police by the Deputy Inspector-General of Police concerned in consultation with the Commissioner of Police, Madras.

(iii) All transfers under clause (i) except those of Sergeants other than the Bandmaster, Police Training College, Vellore (category 4 of Class I), shall be made by the Inspector-General of Police in consultation with the Commissioner of Police.

Transfers of Sergeants (category 4 of Class I) from the Madras City Police to the mufassal shall be made by the Commissioner of Police with the consent of the Deputy Inspector-General of Police concerned and transfers of Sergeants other than the Bandmaster, Police Training College, Vellore (category 4 of Class I), from the mufassal to the Madras City Police shall be made by the Deputy Inspector-General of Police concerned with the consent of the Commissioner of Police.

(iv) The Commissioner of Police, Madras, may make mutual transfers in the Madras City between—

(1) Reserve Head Constables in category 6 of Class I and Daffadar or Lance Daffadars of the Sowar troop in category 1 of Class IV; and

(2) Reserve Constables in category 7 of Class I and Sowars in category 2 of Class IV.

33. *Re-employment of pensioners.*—Nothing in these rules shall be construed to limit or abridge the powers of the Government and of subordinate authorities to re-employ in the class or, where a class is divided into categories, in the category to which they belonged at the time of retirement of persons who have retired on a civil pension or gratuity in accordance with the provisions contained in Chapter XXI of the Civil Service Regulations and the delegations made thereunder. The re-employment of such a person shall not be regarded as a first appointment to the service. If the post is divided into grades, the re-appointment shall be to the lowest grade. The person re-appointed shall be given the minimum pay of the post or, where the post is divided into grades, the minimum pay of the lowest grade, the difference between such pay and the pay he was drawing at the time of his retirement being made up from his pension. The balance of his pension, if any, shall be held in abeyance during the period of re-employement. If, however, his pay at the time of retirement was more than the total of his pension and of the minimum pay of the post, or of the lowest grade of the post to which he is re-appointed, he shall be given a personal pay equivalent to the difference.

NOTE.—Retired Head Constable and Constables when re-employed, shall be entitled to draw the special pay for unhealthy localities admissible to members of the service under these rules.

34. *Pay, allowances, leave, leave salary, pension and other conditions of service.*—(*a*) The Fundamental Rules, the Madras Leave Rules, 1933, and the Pension Rules for the time being in force shall, in so far as they may be applicable and except to the extent expressly provided in these rules, govern members of the service in the matter of their pay, allowances, leave, leave salary, pension and other conditions of service :

Provided that where any such member has elected to be governed by the provisions of the Civil Service Regulations, those provisions shall apply to him :

Provided further that save as otherwise expressly provided in these rules nothing contained in this rule shall affect the operation of the provisions of article 526 of the Civil Service Regulations relating to the fixation of pay of a member of the service who is in receipt of a Military pension.

(*b*) Notwithstanding anything contained in these rules and notwithstanding anything contained in the Fundamental Rules or the Pension Rules made or deemeed to be made by the State Government, a member of the service who was deputed for

Military duty shall be entitled to count the period spent on Military duty for the purpose of pension if he would have counted for that purpose his sevice in the civil department but for his deputation for Military duty.

(c) A Junior Reporter of the Shorthand Bureau, Vellore, shall, before he is actually appointed, be required to execute an agreement to the effect that if he leaves the Bureau on his own initiative within five years from the date of his first appointment, he shall refund all the emoluments drawn by him during the period of his probation.

Explanation.—This sub-rule shall, in its application to a member who was called to or employed in service paid for from Defence Services Estimates, be subject to the conditions specified in the letter of the Government of India, War Department (Army Branch), to the Adjutant-General in India, No. 11008/A.G.-13 (*a*), dated the 11th June 1944, recorded in G.O. No. 465, Finance, dated the 6th September 1944.

35. *Consequences of resignation.*—A member of the service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government of the State of Madras or any other Government in India.

The re-appointment of such person to the service shall be treated in the same way as a first appointment to the service by direct recruitment and all rules governing such appointment shall apply; and on such re-appointment he shall not be entitled to count any portion of his previous service for any benefit or concesssion admissible under any rule or order :

Provided that nothing contained in this rule shall affect the operation of clause (*b*) of article 418 or of article 422 of the Civil Service Regulations.

NOTE.—A Junior Reporter of the Shorthand Bureau, Vellore, shall, if he leaves the Bureau on his own initiative within five years from the date of his first appointment, refund all the emoluments drawn by him during the period of his probation.

36. *Savings.*—(*a*) Nothing in these rules shall adversely affect any person who was a member of the service on the date of the coming into force of these rules.

(*b*) Where these rules would adversely affect in respect of any matter a person who was a member of the service before the date of coming into force thereof, he shall, in respect of such matter, be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

(c) Any person may, in writing, relinquish any right or privilege to which he may be entitled under these rules if, in the opinion of the appointing authority, such relinquishment is not opposed to public interest ; and nothing contained in these rulee shall be deemed to require the recognition of any right or privilegs to the extent to which it has been so relinquished.

37. *Relaxation of rules in individual cases.*—Any of these rules may, for reasons to be recorded in writing, be relaxed in individual cases in which the State Government are satisfied that a strict application of the rule would cause hardship to the individual concerned.

SUB-ANNEXURE I.

[Referred to in rule 3 (*a*).]

Class and category. (1)	Method of appointment. (2)	Limitation. (3)	Appointing authority. (4)
Class I—			
Category 1— Inspectors of Police.	Promotion from Sub-Inspectors of Police.	Nil	In the mufassal, the Deputy Inspector-General of Police concerned and in the Madras City Police the Commissioner of Police in consultation with the Inspector-General of Police.
	Temporary promotion otherwise than in accordance with the rules.	Nil	Superintendent of Police concerned.
Category 2— Sub-Inspectors of Police.	Promotion from Head Constables (other than Band Head Constables, Police Training College, Vellore) and Reserve Head Constables including Armourers.	Up to not more than 30 per cent of the cadre.	In the mufassal, the Deputy Inspector-General of Police concerned, and in the Madras City Police, the Commissioner of Police.
	NOTE.—Promotions to temporary posts or officiting promotions shall not be taken into account for the 30 per cent limit.		
	or		
	Direct recruitment or recruitment by transfer from any other service.	Nil ..	Do.
	Temporary promotion otherwise than in accordance with the rules.	Nil ..	Superintendent of Police concerned.
Category 3— Reserve Inspectors	Promotion from Sergeants ..	Nil ..	The Deputy Inspector-General of Police concerned in the mufassal and the Commissioner of Police in consultation with the Deputy Inspector-General of Police concerned in the Madras City Police.
Category 4— Sergeants including the Bandmaster Police Training College, Vellore.	Promotion from Jamadars ..	Up to not more than 15 per cent of the cadre.	Deputy Inspector-General of Police concerned.
	or		
	Direct recruitment	Recruitment should be made on the basis of language areas according to requirements.	
Category 5— Jamadars ..	Promotion from Head Constables (other than Band Head Constables, Police Training College, Vellore) and Reserve Head Constables including Armourers.	Not ess than 50 per cent of the cadre.	In the mufassal, the Superintendent of Police concerned subject to the approval of the Deputy Inspector-General of Police concerned and in the Madras City Police, the Deputy Commissioner of Police, Law and Order.
	or		
	Direct recruitment	Not more than 50 per cent of the cadre.	Do.
Category 6— Head Constables (other than Band Head Constables, Police Training College, Vellore) and Reserve Head Constables.	(i) Promotion from Constables (other than Band Constables, Police Training College, Vellore) and Reserve Constables;	Nil	In the mufassal, the Superintendent of Police concerned and in the Madras City Police, the Deputy Commissioner of Police, concerned.
	or		
	(ii) Occasionally and in special cases by transfer to the Armed Reserves from the Malabar Special Police Subordinate Service.	Nil	

Class and category. (1)	Method of appointment. (2)	Limitation. (3)	Appointing authority. (4)
Class I—*cont.*			
Category 6—			
Armourers	Promotion from Constables who have had Armourers' training.	Nil ..	In the mufassal, the Superintendent of Police concerned and in the Madras City Police, the Deputy Commissioner of Police concerned.
	or Recruitment by transfer from the Malabar Special Police Subordinate Service.	Nil ..	Do.
Motor Transport Drivers.	Promotion from Constables who are qualified as motor transport drivers.	Nil ..	Do.
Band Head Constables, Police Training College, Vellore.	Promotion from Band Constables, Police Training College, Vellore.	Nil ..	Principal, Police Training College Vellore.
Category 7—			
Constables (other than Band Constables, Police Training College, Vellore) and Reserve Constables.	(*a*) Normally by direct recruitment (*b*) Occasionally and in special cases by transfer to the Armed Reserves from the Malabar Special Police Subordinate Service.	Nil ..	In the mufassal, the Superintendent of Police concerned and in the Madras City Police, the Deputy Commissioner of Police concerned.
Band Constables, Police Training College, Vellore, and Bellows-boys.	Direct recruitment	Nil ..	In the Police Training College and the Police Recruits' School, Vellore, the Principal and in other Police Recruits' Schools, the Superintendent of Police concerned.
Buglers	Direct recruitment or transfer from Constables from the Armed Reserve.	Nil ..	Do.
Class II—			
Category 1—			
Senior Reporters.	Promotion from Junior Reporters.	Nil ..	Inspector-General of Police.
Inspectors of Police, Shorthand Bureau, Vellore.	Promotion from Sub-Inspectors of Police, Shorthand Bureau, Vellore.	Nil ..	Deputy Inspector-General of Police, Railways and C.I.D., in consultation with the Inspector-General of Police.
Category 2—			
Junior Reporters.	Direct recruitment or by transfer from the Madras Ministerial Service and the Madras Judicial Ministerial Service.	Nil ..	Inspector-General of Police.
Sub-Inspectors of Police, Shorthand Bureau, Vellore.	Transfer from Sub-Inspectors of Police in Category 2 of Class I.	Nil ..	Deputy Inspector-General of Police, Railways and C.I.D
Class III—			
Tester Sub-Inspectors of the Finger Print Bureau.	Transfer from Finger Print Experts (clerks) in the Finger Print Bureau.	Nil ..	Deuty Inspector-General of Police, Railways and C.I.D., Madras.
Class IV—			
Category 1—			
Daffadar and Lance Daffadars of the Sowar troop.	Promotion from Sowars	N ..	Deputy Commissioner of Police, Law and Order.
Category 2—			
Sowars	Direct recruitment	Nil ..	Deputy Commissioner of Police, Law and Order, Madras.

SUB-ANNEXURE II.

[Referred to in rule 14.]

Class and category.	Age-limit for appointment otherwise than by promotion.	Qualifications.
(1)	(2)	
Class I— (Any class and category —Direct recruitment.) Category 2— Sub-Inspectors recruited by transfer.	....	Must be certified to possess the visual standard specified below without glasses :— (i) Right eye— Left eye— Distance vision 6/6 6/6 (Snellen). Near vision 0'5 0'5 (Snellen). (ii) Each eye must have a full field of vision. (iii) Colour blindness, squint or any morbid condition of the eyes or lids of either eye shall be deemed to be a disqualification.
Sub-Inspectors ..	Must have completed the age of 20 years and must not have completed the age of 30 years if the candidate is recruited by transfer from the Madras Ministerial Service or from the Madras Judicial Ministerial Service or from Category 2 Jamadars (including Jamadars-Adjutant) of the Malabar Special Police Subordinate Service or from the category of Jamadars including Jamadar-Adjutant of the Special Armed Police units or the age of 25 years otherwise : Provided that the upper age-limit shall be 30 years instead of 25 years for the appointment by direct recruitment of a candidate who is a member of a Scheduled Caste or a Scheduled Tribe if such a person possesses a general educational qualification which is higher than the minimum general educational qualification prescribed for him and if he is otherwise qualified for appointment.	(1) Must not be less than 5 feet 5½ inches in height. Must not be less than 34 inches round the chest on full inspiration with a minimum expansion of 2 inches. (2) Must have ability to read and write one of the following languages, namely, Tamil, Telugu, Malayalam, Kannada, Urdu and Hindi. (3) If recruited direct (but not if promoted) must have taken a degree of the Madras, or Annamalai University or if the candidate is a member of the Scheduled Castes, Scheduled Tribes or the Backward Classes, he must have passed the Pre-University Examination or the Intermediate Examination of the Madras, or Annamalai University or in both the cases such other qualifications as may be considered by the Inspector-General of Police and approved by the State Government to be equivalent to the said qualifications.
Category 4—		
Sergeants other than the Band Master, Police Training College, Vellore.	Must have completed 21 years of age and must not have completed 25 years of age : Provided further that the upper age limit shall be 30 years in the case of a candidate who is a member of a scheduled Caste or Scheduled Tribe.	(i) Must not be less than 5 feet 6 inches in height. Must not be less than 34 inches round the chest on full inspiration with a minimum expansion of 2 inches. (ii) Must possess the minimum general educational qualification prescribed in the Schedule to the General rules or such other qualification as may be considered by the Inspector-General of Police and approved by the State Government to be equivalent to the said qualification or must have passed the Indian Air Force Educational Test for Reclassification to Leading Aircraftsman.
Band Master, Police Training College, Vellore.	Must not have completed 50 years of age.	Must have exiperence for a period of not less than three years in a regimental or other first-class band.
Category 5—		
Jamadars	Must have completed 18 years of age and must not have completed 25 years of age, if the candidate is recruited direct or by transfer from any other service : Provided that a candidate who has served in any of the defence services, namely the Army, the Navy or the Air Force shall be eligible for appointment if his age after deducting the period of such service is below 25 years of age.	(1) Must be not less than 5 feet 6 inches in height. Must not be less than 34 inches round the chest on full inspiration with a minimum expansion of 2 inches. (2) Must have studied in the S.S.L.C. class, but need not have secured a pass in the S.S.L.C. Examination. (3) Must have a knowledge of the regional language of the district in which the candidate desires to be employed.

Class and category. (1)	Age-limit for appointment otherwise than by promotion. (2)	Qualifications.
Class I—*cont.* Category 5—*cont.* Jamadars—*cont.*	Provided further that the upper age-limit shall be 30 years for appointment by direct recruitment or by transfer from any other service of a candidate who is a member of a Scheduled Caste or Scheduled Tribe.	The above age-limit and qualifications will not apply in the case of suitable pensioned or demobilized Junior Indian Commissioned Officers of the Army, the Navy or the Air Force with not less than 5 years service in that rank, for whom preference will be given in the matter of appointment whenever they are available. They must be able to read and write English and must not have completed 45 years of age.
Category 7— Constables (other than Band Constables, Police Training College, Vellore,) Reserve Constables, Buglers and Bellows-boys.	Must have completed 18 years of age and must not have completed 25 years of age : Provided that a candidate who has served in any of the defence services, namely, the Army, the Navy or the Air Force shall be eligible for appointment if his age after deducting the period of such service is below 25 years of age : Provided further that the upper age-limit shall be 30 years for the appointment of a candidate who is a member of a Scheduled Caste or Scheduled Tribe.	(1) Must not be less than 5 feet 6 inches in height. Must not be less than 34 inches round the chest on full inspiration with a minimum expansion of 2 inches. Must have studied up to III Form or VIII Standard : Provided that men of the Special Armed Police, whether in service or retrenched for want of vacancies shall be eligible for transfer or for appointment as Constables, if they have studied up to I Form or VI Standard.
Band Constables, Police Training College, Vellore.	Must not have completed 30 years of age.	Must have experience for a period of not less than two years as instrumentalist in a Military or first-class civil band.
Class II—Category 2— Junior Reporters of the Shorthand Bureau.	Must have completed the age of 18 years and must not have completed 30 years if the candidate is recruited by transfer from the Madras Ministerial Service or from the Madras Judicial Ministerial Service or the age of 25 years otherwise; provided that the upper age-limit shall be 30 years instead of 25 years for appointment by direct recruitment of a candidate who is a member of a Scheduled Caste or a Scheduled Tribe if such a person possesses a general educational qualification which is higher than the minimum qualification prescribed for him and if he is otherwise qualified for appointment.	(1) Candidates appointed by direct recruitment must have passed the Intermediate Examination of a recognized University or the Pre-University and the Government Technical Examination in English Shorthand by the Higher Grade and those to be trained in regional languages must have had the respective languages as part of their studies in their Intermediate course. (2) Candidates appointed by transfer must possess the minimum general educational qualification prescribed for the Public Service and also a pass in the Government Technical Examination in English Shorthand by the Higher Grade and those to be trained in regional languages must have either acquired knowledge in the respective languages in the High School courses or their mother tongue must be that language.
Class III— Tester Sub-Inspectors of the Finger Print Bureau.	....	Must be a Finger Print Expert.
Class IV— Category 2— Sowars	Must have completed 18 years of age and must not have completed 25 years of age : Provided that a candidate who has served in any of the defence services, namely, the Army, the Navy or the Air Force shall be eligible for appointment if his age after deducting the period of such service is below 25 years of age :	Must be able to read and write a language of the district in which he is to be employed as specified in the Schedule : Provided that preference shall be given in the Armed Reserve and in municipal towns to candidates who are not less than 5 feet 7 inches in height :
....	Provided further that the age-limit of 25 years shall not apply to a candidate for appointment by transfer from the Malabar Special Police Subordinate Service.	
....	Provided further that the upper age limit shall be 30 years for the appointment of a candidate who is a member of a Scheduled Caste or Scheduled Tribe.	

NOTE.—In the case of a candidate who has rendered war service, the period of his war service shall be excluded in computing his age for appointment. Such person shall, if invalidated from war service, be entitled to deduct from his age the period from the time when he was invalidated up to the 1st April 1946.

SUB ANNEXURE III.

[Referred to in rule 27.]

Class and category. (1)	Pay. (2) RS.
I 1 Inspectors of Police	175—10—225 (E.B.)—10—275.
2 Sub-Inspectors of Police	80—3—95—4—115 (E.B.)—2—135 (E.B.)—3—150.
3 Reserve Inspectors	175—10—225 (E.B.)—10—275.
4 Sergeants	80—3—95—4—115 (E.B.)—2—135 (E.B.)—3—150.
Band Master, Police Training College, Vellore.	100—5—165.
5 Jamadars	65—1—75 (E.B.)—1—80.
6 Head Constables, including Band Head Constables, Police Training College, Vellore, and Reserve Head Constables including Armourers, Signallers and Motor Transport Drivers.	40—1—50 (E.B.)—2—60.
7 Constables including Band Constables, Police Training College, Vellore, Reserve Constables, Buglers and Bellows-boys.	From the date of completion of probation—Rs. 30—½ (A)—40.
II 1 Senior Reporters, Shorthand Bureau, Vellore.	175—10—265.
Inspectors of Police, Shorthand Bureau, Vellore (until replaced).	175—10—225 (E.B.)—10—275.
2 Junior Reporters, Sub-Inspectors of Police, Shorthand Bureau, Vellore.	80—3—95—4—115 (E.B.)—2—135 (E.B.)—3—150.
III Tester Sub-Inspectors of the Finger Print Bureau.	125—5—150.
IV 1 Daffadar and Lance Daffadars of the Sowar troop.	40—1—50 (E.B.)—2—60.
2 Sowars	From the date of completion of probation—Rs. 30—½ (A)—40.

NOTE.—European Sergeants and Reserve Inspectors will continue to draw the pay which they were drawing before the issue of these rules.

SUB-ANNEXURE IV.

[Referred to in rule 28.]

Members of the service. (1)	Number of members eligible for special pay. (2)	Amount of special pay. (3)
		RS.
1 Inspectors, City Police—		
(i) Crime and Traffic Departments	Crime 6	25 (a) 15 (b)
(ii) Crime and Traffic Departments	Traffic 1	25 (a) 15 (b)
(iii) Other Inspectors	..	15 (b)
2 Inspectors, C.I.D.	13	25 (c)
3 Inspectors, Railway Police, Madras	3	15 (b)
4 Reserve Inspector in charge of the Inspector-General's Office Stores.	1	25
5 Sub-Inspectors, City Police—		
(i) Crime Department	23	10 (d) 10 (b)
(ii) Traffic Department	8	10 (e) 10 (b)
(iii) Other Sub-Inspectors	..	10 (b)
6 Sub-Inspectors, C.I.D.	24 23	10 (b) 10 (c)
7 Sub-Inspectors, Railway Police	5	10 (b)
8 Sergeants on Traffic duty (City)	9	10
9 Head Constables, City Police—		
(i) Crime Department (excluding station detachment).	21	7 (b) 5 (d)
(ii) Traffic department	23	7 (b) 3 (c)
(iii) Good conduct	10	5 7 (b)
(iv) Lorry drivers	3	7 (b) 5 (Lorry driver special pay).
10 Head Constables (C.I.D.)	21	7 (b) 5 (c)
Head Constables, office of the Inspector-General of Police.	2	7 (b)
Constables, office of the Inspector-General of Police.	17	5 (b)
11 Head Constables, Railway Police	15	7 (b)
12 Constables, City Police—		
(i) Crime Department (excluding station detachment).	58	5 (b) 3 (d)
(ii) Traffic department	259	5 (b) 2 (e)
(iii) Naiks (Lorry drivers)	..	5 (b) 3 (Naik special pay). 5 (Lorry driver special pay.)
(iv) Other Naiks	27	5 (b) 3(Naik special pay.)

Members of the service.	Number of members eligible for special pay.	Amount of special pay.
(1)	(2)	(3) RS.
12 Constables, City Police—*cont.*		
(v) Lance Naiks	24	5 (*b*) 1½ (Lance Naik special pay.)
(vi) Lorry cleaners	4	5 (*b*) 2 (Lorry cleaners special pay.)
(vii) Other constables	..	5 (*b*)
13 Constables, C.I.D.	17	5 (*b*)
14 Constables, Railway Police, Madras	110	5 (*b*)
15 (i) Daffadars and Lance Daffadars	4	7 (*b*) 2 (*f*)
(ii) Sowars	19	5 (*b*) 2 (*f*)
16 Tester Sub-Inspector of the Finger-Print Bureau ..	4	30

REMARKS—

(*a*) Crime or Traffic special pay.
(*b*) City special pay.
(*c*) C.I.D. special pay.
(*d*) Crime special pay.
(*e*) Traffic special pay.
(*f*) Riding special pay.

NOTE.—(i) The City special pay marked (*b*) and the riding special pay marked (*f*) will not be drawn by those who are already drawing pay in the scales of pay applicable to the City prior to the 13th April 1933.

(ii) Two Head Constables and fourteen Constables sanctioned for the Raj Bhavan guard and borne on the district strength of the Nilgiris shall, for the period during which they are on duty at Madras, be eligible for the City special pay marked (*b*).

Mufassal.

Members of the service.	Number of members eligible for special pay.	Amount of special pay.
(1)	(2)	(3) RS.
1 Head Constables	2	15 (Lorry allowance).
Do.	28	5 Do.
Constables	26	2 Do.
2 Head Constables	1	5 (Wireless.)
3 Constables	3	5 Do.
4 Constables—Station-writers	805	3
5 Constables as Naiks in Armed Reserves	269	3
6 Constables as Lance Naiks in Armed Reserve ..	252	1½
Shorthand Bureau, Vellore.		
1 Senior Reporters and Inspectors of Police	4	50 (Shorthand.)
2 Junior Reporters and Sub-Inspectors of Police ..	4	75 (*a*) Do.
Do. ..	33	50 (*b*) Do.
Do. ..	..	25 (*c*) Do.

REMARKS.—(*a*) Admissible to Junior Reporters according to seniority among those who have qualified in Standard II Speed Test and those selected Sub-Inspectors of Police who have qualified in Standard II Speed Test.

(*b*) Admissible to those Junior Reporters and Sub-Inspectors of Police who have qualified in Standard II Speed Test.

(*c*) Admissible to Junior Reporters and Sub-Inspectors of Police who have qualified in Standard Speed Test.

NOTE.—(1) The two standards of speed limits shall be as specified below :—

Language.	Words per minute. Standard I.	Standard II.
English	100	150
Tamil	60	100
Telugu	50	80
Kannada	50	80
Malayalam	60	90
Urdu	80	130

(2) The special pay of Rs. 75 per mensem shall be granted to only four selected Sub-Inspectors (until replaced by Junior Reporters) who are quaified by passing the Standard II Speed Test. If more than four Jonior Reporters qualify themselves by passing (Standard II Speed Test, the special pay of Rs. 75 per mensem shall be granted to four of them according to the seniority (as and when they replace the Sub-Inspectors of Police Drawing the Special pay).

(3) All Sub-Inspectors in Shorthand Bureau shall be required to pass Standard II to qualify themselves for retention in the Bureau. Eighteen months shall be allowed for passing Standard I and two more years for passing Standard II.

(4) Junior Reporters sh.ll pass Standards I and II Speed tests and the lower grade examination in Typewriting within the period of probation but on exceptional grounds they may be allowed a further period of six months to acquire the above qualifications.

(5) Efficiency tests for Sub-Inspectors or Junior Reporters of the Shorthand Bureau who have passed Standard II Speed Test will be held by the Principal once in three years till the Sub-Inspectors or Junior Reportrrs have gained an experience of ten years as reporters after passing Standard II Speed Test.

If a Shorthand Sub-Inspector or a Junior Reporter fails to pass the efficiency test for the third time his increment shall be postponed till he passes the test ".

Members of the service. (1)	Number of members eligible for special pay. (2)	Amount of special pay. (3) RS.
Unhealthy localities.		
1 Inspectors of Police	6	45
2 Sergeants	Nil.	36
3 Sub-Inspectors of Police	33	22½
4 Jamadars	Nil.	9
5 Head Constables	52	5
6 Constables	392	3
Madurai Town Police.		
1 Head Constables of the Central Crime Station ..	3	3
2 Constables of the Central Crime Station	5	2
3 Constables of the Traffic Department	63	2
Tiruchirappalli Town Police.		
1 Head Constables of the Central Crime Station ..	3	3
2 Constables of the Central Crime Station	5	2
3 Constables of the Traffic Department	62	2

SCHEDULE.

[Referred to in Annexure II.]

District. (1)	Language. (2)	District. (1)	Language. (2)
Madras	Tamil, Telugu, Malayalam, Kannada or Urdu.	Madurai Urban ..	Tamil.
		Madurai Rural. ..	Do.
		Nilgiris	Tamil or Malayalam.
North Arcot ..	Tamil or Urdu.	Ramanathapuram ..	Tamil.
South Arcot ..	Tamil.	Salem	Tamil, Telugu or Urdu.
		Tanjore	Tamil.
		Tirunelveli	Do.
Chingleput ..	Tamil or Telugu.	Tiruchirappalli ..	Do.
Coimbatore ..	Tamil or Kannada.	Government Railway Police, Tiruchirappalli.	Tamil, Telugu, Malayalam, Kannada or Urdu.
Kanyakumari ..	Tamil.		

ANNEXURE II.

SPECIAL RULES FOR THE MALABAR SPECIAL POLICE SUBORDINATE SERVICE.

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THE MALABAR SPECIAL POLICE SUBORDINATE SERVICE.

In exercise of the powers conferred by sections 8 and 10 of the Madras District Police Act, 1859 (Central Act XXIV of 1859), read with the proviso to article 309 of the Constitution of India, and of all other powers hereunto enabling, and in supersession of the Special Rules reissued in G.O. No. 2744, Public (Services) dated the 30th September 1953, the Governor of Madras hereby makes the following special rules for the Malabar Special Police Subordinate Service.

The rules hereby made shall come into force on and from the 1st January 1955.

1. *Definitions.*—In these rules unless there is anything repugnant in the subject or context—

(*a*) *Appointed to the service.*—A person is said to be " appointed to the service " when in accordance with these rules or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of the service or commences the probation prescribed for members thereof.

Explanation.—The appointment of a person holding a post borne on the cadre of any other service, to hold additional charge of a post borne on the cadre of this service or to discharge the current duties thereof does not amount to appointment to the service ;

(*b*) *Approved candidate.*—" Approved candidate " means a candidate whose name appears in the authoritative list of candidates approved for appointment to any service, class or category ;

(*c*) *Approved probationer.*—" Approved probationer " means a member of the service who has satisfactorily completed, or is deemed to have completed, his probation and awaits appointment as a full member of the service ;

(*d*) *Commandant.*—" Commandant " means the Commandant of the Malabar Special Police Force ;

(*e*) *Discharge of a probationer.*—" Discharge of a probationer " from the service during the period of his probation means, in case the probationer is a full member or an approved probationer of another service, reverting him to such service and in any other case, dispensing with his services ;

(*f*) *Duty.*—A person is said to be " on duty " as a member of the service—

(i) when he is performing the duties of a post borne on the cadre of the service or is undergoing the probation prescribed for the service ;

(ii) when he is on joining time ; or

(iii) when he is absent from duty on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the State Government, having been on duty immediately before and immediately after such absence ;

(*g*) *Full member.*—" Full member of the service " means a member of the service who has been appointed substantivley to a permanent post borne on the cadre thereof ;

(*h*) *Member of the service.*—" Member of the service " means a person who has been appointed to the service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service, or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of the service ;

(*i*) *Probationer.*—" Probationer " in the service means a member of the service who has not completed the period of his probation ;

(*j*) *Promotion.*—" Promotion " means the appointment of a member of the service in any category to a higher category.

(*k*) *Recruited direct.*—A candidate is said to be " recruited direct " to the service, category or post when at the time of his first appointment thereto, he is not in the service of the Government of India or the Government of a State :

Provided that for the purposes of this definition, a person shall be deemed to be not in the service of the Government of India or the Government of a State—

(i) if a period of five years has not elapsed since his first appointment to a service of the Government of India or the Government of a State ; or

(ii) if he holds a post, the conditions of service of the holder of which have been declared to be matters not suitable for regulation by rule ; or

(iii) if he belongs to any of the Scheduled Castes, Scheduled Tribes or Backward Classes ;

(*l*) *Recruited by transfer.*—A candidate is said to be " recruited by transfer " to the service—

(i) if at the time of his first appointment thereto, he is either a full member or an approved probationer in the Madras High Court Service or in any other service, the rules for which prescribe a period of probation for members thereof ; or

(ii) in case, at the time of his first appointment thereto he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in in that post satisfactory service for a total period of two years on duty within a continuous period of three years.

Explanation.—Where these rules provide for recruitment to the service or to any category thereof by transfer from any specified service, class or category, a candidate need not, for the purposes of such recruitment, be a full member or an approved probationer

in the service, class or category so specified provided he is a full member or an approved probationer in any other service, class or category ;

(m) *War service* means—

(a) service of any kind in a unit or formation liable for service overseas or in any operational area or in the Indian National Army (I.N.A.) ;

(b) service in India under Military, Munitions or Stores authorities or in factories with a liability to serve overseas or in any operational area ;

(c) all other service involving subjection to Naval, Military or Air Force law ;

(d) a period of training with a Military unit or formation involving liability to serve overseas or in any operational area ;

(e) valuable service rendered to the fighting forces in other ways, e.g., by way of recruiting ;

(f) service in A.R.P. or any other Civil Defence organization specified in this behalf by the Central or State Government;

(g) (i) any service connected with the prosecution of the war which a person is required to undertake by a competent authority under the provisions of any law for the time being in force ;

(ii) service in any of the following :—

(1) National War Front organization.

(2) Camouflage organization.

(3) Special organization for the production of war supplies through small-scale industries.

(4) Any post associated with the training of war technicians if duty in such post is declared by the Central Government to be "Military duty".

(5) Post of Special Constable on coastal patrol duty.

(6) Survey of India if the service was temporary and involved liability for service overseas.

NOTES.—(1) Only whole-time service of any of the kinds specified above will be recognized as war service.

(2) Service in the Civil Pioneer Force, Madras Civil Labour Units and Madras Labour Units for Ceylon will be deemed to fall within the scope of clause (c).

(3) Persons whose service of any of the kinds specified above has been characterized in their discharge certificate or other document as "indifferent", or 'bad' shall not be eligible for the concessions allowed by these rules.

(4) Persons who have been discharged from the Army, Navy or Air Force or from any other kind of war service for any reasons other than those specified below shall not be eligible for the concessions allowed by these rules :—

(i) Medical invalidation.
(ii) Demobilization.
(iii) Completion of engagement.
(iv) Unlikely to become an efficient soldier, airman, etc.
(v) Services no longer required.
(vi) Character not tested.
(vii) Compassionate grounds.
(viii) Unfit for service.
(ix) Below standard.

(5) The service shall be in connection with the war of 1939–1946.

2. *Constitution.*—The service shall consist of the following Commissioned, Non-Commissioned and other officers of the Malabar Special Police Force, namely :—

Commissioned Officers.

Category 1 Subadars including Subadar-Major.

,, 2 Jamadars including Jamadar-Adjutant.

Non-Commissioned Officers.

Category 3 Havildars-Major.

,, 4 Havildars including Company Quartermaster Havildars.

,, 5 Naiks.

Others.

Category 6 Constables including Lance Naiks.

,, 7 Bugler Boys.

3. *Reduction of full members.*—(*a*) If a full member of the service in any category is substantively reduced to a lower category he shall be deemed to be a full member of the latter and the permanent cadre thereof shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one so long as such member continues therein :

Provided that against every such addition an officiating or temporary vacancy, if any, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower category.

(*b*) Where a member of the service has been dismissed, removed or substantively reduced from any category, no vacancy caused thereby or arising subsequently in such category shall be substantively filled to the prejudice of such member until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

4. *Temporary appointment.*—(*a*) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a category and there would be undue delay in making such appointment in accordance with these rules, the appointing authority may appoint a person otherwise than in accordance with these rules, temporarily, until a person is appointed in accordance with them.

(*b*) No appointment under sub-rule (*a*) shall ordinarily be made of a person who does not possess the qualifications, if any prescribed for the said service or category. Every person who

does not possess such qualifications and who has been or is appointed under sub-rule (*a*) shall be replaced as soon as possible by a person possessing such qualifications.

NOTE.—Notwithstanding anything contained in these rules, every person discharged from employment on the re-organization of the Government departments and offices consequent on the formation of the State of Andhra shall, for the purpose of computing his age for appointment under this sub-rule to any of the posts in the service, be allowed to deduct from his actual age, the period of his previous service under the State Government prior to his discharge on or before the 31st October 1953.

(*c*) Where it is necessary to fill a short vacancy in a post borne on the cadre of a category and the appointment of the person who is entitled to such appointment under these rules would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may appoint any other person who possesses the qualifications, if any, prescribed for the said category.

(*d*) A person appointed under sub-rule (*a*) shall, whether or not he possesses the qualifications prescribed for the service or category to which he is appointed, be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under these rules.

(*e*) A person appointed under sub-rule (*a*) or (*c*) shall not be regarded as a probationer in such category or be entitled by reason only of such appointment to any preferential claim to future appointment to such category.

(*f*) There shall be paid to the person appointed under this rule to hold temporarily a post borne on the cadre of a category of the service either his substantive pay or the minimum pay in the time-scale of pay applicable to the category, whichever is higher. But the latter pay shall not be admissible unless the post to which he has been appointed has been declared by a specific order of the State Government to involve the assumption of duties and responsibilities of greater importance than those attaching to his permanent post.

5. *Appointments other than temporary appointments, i.e., regular appointments.*—(*a*) Appointment to the several categories shall be made as follows :—

Category. (1)	Method. (2)
1 (*a*) Subadar-Major ..	(1) Promotion from Subadars ; or (2) If no qualified and suitable Subadar is available, direct recruitment or recruitment by transfer from any other service.
(*b*) Subadars	(1) Promotion from Jamadars ; or (2) If no qualified and suitable Jamadar is available, direct recruitment or recruitment by transfer from any other service.
2 Jamadars (including Jamadar-Adjutant).	(1) Promotion from Havildars-Major ; or (2) Direct recruitment or recruitment by transfer from any other service :

Category. (1)	Method. (2)
2 Jamadars (including Jamadar-Adjutant—*cont.*	Provided that the proportion in which vacancies shall be filled by the methods specified in items (1) and (2) above shall be 1 : 2 and that if suitable and qualified persons are not available for appointment in vacancies to be filled by direct recruitment, such vacancies may be filled by promotion.
3 Havildars-Major	(1) Promotion from Havildars ; or (2) If no qualified and suitaible Havildar is available, direct recruitment or recruitment by transfer from any other service.
4 (*a*) Havildars (other than Bugle-Major).	(1) Promotion from Naiks ; or (2) If no qualified and suitable Naik is available, direct recruitment or recruitment by transfer from any other service.
(*b*) Havildars (Bugle-Major).	(1) Promotion from Constable Buglers ; or (2) If no qualified and suitable Constable Bugler is available, direct recruitment or recruitment by transfer from any other service.
5 (*a*) Lorry Driver Naik ..	(*a*) Promotion from Lorry Cleaner Constable.
(*b*) Armourer Naik ..	(*b*) Promotion from Armourer Constable
(*c*) Store Naik	(*c*) Promotion from Store Constable.
(*d*) Other Naik	(*d*) Promotion from Lance Naiks. If no qualified and suitable member is available for promotion as provided in item (*a*), (*b*), (*c*) or (*d*), then direct recruitment or recruitment by transfer from any other service.
6 Lance Naiks	(1) Promotion from Constables ; or (2) Direct recruitment ; or (3) Recruitment by transfer from any other service.
Constables	(1) Promotion from Bugler Boys who have attained the age of eighteen years (2) Direct recruitment ; or (3) Recruitment by transfer from any other service.
7 Bugler Boys	Direct recruitment.

(*b*) (i) Promotion to the undermentioned posts shall be made grounds of merit and ability, seniority being considered only ere merit and ability are approximately equal :—

Subadar-Major, Subadars and Jamadars (including Adjutant).

(ii) Such promotion shall be made from a list of qualified candidates suitable for promotion prepared by the appointing authority in consultation with the Inspector-General of Police where candidates in such lists are arranged in the order of preference, promotion shall be made in such order.

(c) All other promotions shall be made with due regard to seniority, efficiency and suitability. Where other qualifications are equal, the senior shall be selected for promotion.

6. *Revision of orders of promotion to selection posts.*—An order promoting a member of the service or class to a selection category or grade therein, made by a competent authority may be revised by an authority to which an appeal would lie against an order of dismissal passed on a full member of the service, class, category, or grade, as the case may be. Such revision may be made by the appellate authority aforesaid either *suo motu* at any time or on a petition submitted by any aggrieved member within six months from the date of passing the order:

Provided that the said period of six months may be extended by the appellate authority if sufficient cause is shown for the delay in the submission of petition.

7. *Revision of list of approved candidates for appointment or promotion.*—Notwithstanding anything contained in these rules, the State Government shall have power to revise in any manner they consider suitable, any list of approved candidates, for appointment or promotion to any category or class of the service, prepared by the head of the department, in exercise of the powers conferred on him by these rules.

8. *Appointing authority.*—The appointing authority for Subadar-Major, Subadars, Jamadar-Adjutant and Jamadars shall be the Deputy Inspector-General of Police, Central Range, and for others the Commandant of the Force, but promotions as Havildar-Major shall be made only by the Deputy Inspector-General of Police, Central Range.

9. *Members absent from duty.*—(a) The absence of a member of the service from duty in the service, whether on leave, on foreign service or on deputation, or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn—

(i) for re-appointment to a substantive or officiating vacancy in the category of the service in which he may be a probationer or an approved probationer;

(ii) for promotion from a lower to a higher category in the service; or

(iii) for appointment to any substantive or officiating vacancy in any other service for which he may be an approved candidate,

as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation which he would have enjoyed but for his absence subject in the case of a probationer, to his completing satisfactorily the period of probation on his return.

(*b*) This rule shall apply *mutatis mutandis* to a member of any other service who may be an approved candidate for appointment to this service :

Provided that a member of the service who is appointed to another service and is a probationer or an approved probationer in the latter service, shall not be appointed under clause (iii) of sub-rule (*a*) to any other service for which he may be an approved candidate unless he relinquishes his membership in the latter service in which he is a probationer or an approved probationer.

10. *Qualification of domicile.*—No candidate other than a citizen of India shall, except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may lay down, be selected for reappointment to the service. Such sanction shall not be accorded unless the Inspector-General of Police certifies that a sufficient number of such citizens who are qualified and suitable is not available.

11. *Other qualifications.*—(*a*) Candidates for appointment shall possess the following qualifications :—

(1) Categories 1 to 6	(i) If recruited direct or by transfer from any other service, must have completed 18 years but not 25 years of age. (The period of service, if any, in the Indian Army may be deducted from the actual age if it has exceeded 25 years.) (ii) Must be not less than 5 feet 6 inches in height and not less than 34 inches round the chest on full inspiration with a chest expansion of not less than two inches. (iii) Must satisfy the requirements laid down in Annexure I in regard to his general physical fitness and eye-sight. (iv) Must have completed probation in any category from which promotion is to be made.
(2) Subadars including Subadar-Major and Jamadars including Jamadar-Adjutant.	(i) Must be able to speak, read and write well in Tamil and English and (ii) Must be Indian gentlemen of good social status, character and appearance.
(3) Categories 3 to 6	Must be able to speak, read and write well in Tamil and to take down a short piece of simple dictation in the form of an order or instruction.
Additional qualifications for promotion—	
(i) to Naik from Lance Naik.	(1) Must possess a first class pass in a Small Arms Cadre Course ; and (2) Must be efficient in the opinion of the Commandant.
(ii) to Lance Naik from Constables.	The Commandant should be of the opinion that he will make a good Non-Commissioned Officer :
(4) Bugler Boys	(i) Must have completed 15 years but not 16 years of age. (ii) Must be likely to come up to the physical standards prescribed in item (1) above.

(*b*) All candidates for appointment to any category lower than that of Subadars including Subadar-Major and Jamadars including Jamadar-Adjutant must be inspected and passed by the Commandant.

(*c*) In the case of a candidate who has rendered war service, the period of his war service shall be excluded in computing his age for appointment. Such person shall, if invalided from war service, be entitled to deduct from his age the period from the time when he was invalidated up to the 1st April 1946.

12. *Probation.*—Every person appointed to a category or to a higher post in a category, otherwise than by promotion not involving the assumption of duties and responsibilities of greater importance shall, from the date on which he joins duty, be on probation for a total peroid of one year on duty.

13. *Training.*—(*a*) (1) A probationer appointed otherwise than by promotion shall, within the prescribed period of his probation, undergo training in Malabar Special Police work for a period of not less than ten months to the satisfaction of the Commandant :

Provided that Bugler Boys appointed as Constables by promotion shall also undergo the said training.

(2) A probationer who has not had the opportunity to undergo or complete the said training within the prescribed period of probation shall not be deemed to have satisfactorily completed his probation until he has undergone the said training to the satisfaction of the Commandant.

(*b*) *Suspension, termination or extension of probation.*—At any time before the expiry of the prescribed period of probation, or the extended period of probation under Rule 14 as the case may be, the appointing authority may—

(i) suspend the probation of a probationer and discharge him from the service or revert him to his permanent post or category, as the case may be, for want of a vacancy ; or

(ii) at its discretion, by order either terminate the probation of a probationer and discharge him from the service *or* in case the probation has not been extended under Rule 14, extend the period of his probation or revert him to his permanent post or category, as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him :

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (*d*), (*h*), (*i*) and (*j*) of rule 2 of the Madras Police Subordinate Services Discipline and Appeal Rules, 1955, and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to terminate his probation, a further opportunity of showing cause specifically against the termination of his probation need not be given to him.

Explanation.—An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

(*c*) *Probationer's suitability for full membership.*—(i) At the end of the prescribed period of probation, the appointing authority shall consider the probationer's suitability for full membership in the category or post in which he is a probationer.

(ii) If the appointing authority decides that a probationer is suitable for such membership, he shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of the expiry of the period of probation.

(iii) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended under rule 14, by order discharge him from the service or revert him to his permanent post or category, as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him :

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (*d*), (*h*), (*i*) and (*j*) of rule 2 of the Madras Police Subordinate Services Discipline and Appeal Rules, 1955, and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him.

Explanation I.—The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation II.—An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

(*d*) *Appeal against discharge.*—(i) A probationer who is discharged under clause (ii) of sub-rule (*b*) or under clause (iii) of sub-rule (*c*), shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of his category.

(ii) The authority competent to entertain an appeal under clause (i) may, either of his own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in that clause, within one year of the date of such order.

(iii) (1) When an order discharging a probationer is set aside on appeal under clause (i) or on revision under clause (ii) and the probationer is restored to the service, the period from the date of discharge to the date of such restoration may, with the previous sanction of the State Government, be treated as duty except for purposes of probation. The period of probation undergone by such probationer at the time of his discharge shall, however, count towards the prescribed period of probation.

(2) Such probationer may, during the period from the date of his discharge to the date of his restoration, be paid such pay and allowances, not exceeding the pay and allowances to which he would have been entitled if he had not been discharged, as the authority passing the order under clause (i) or (ii) may, with the previous sanction of the State Government, determine.

14. *Extension of probation.*—In the case of any probationer falling under rule 12 or 13, the appointing authority may extend his probation to enable him to complete satisfactorily the prescribed training or, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation or the period of probation as extended under rule 13 (*b*) (ii) shall terminate at the latest when the probationer has after the date of expiry of the period of probation prescribed for the category in which he is on probation, completed one year of duty in such category.

In cases where the probation of a probationer drawing pay on a time-scale is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation, that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation.

Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed test or examinations or after he is declared to have satisfactorily completed his probation.

15. *Exercise of certain powers of appointing authority by higher authorities.*—The powers conferred on the appointing authority, other than the State Government, may be exercised also by any higher authority to whom the appointing authority is administratively subordinate, whether directly or indirectly, in the following cases :—

(1) Termination of probation of a probationer under rule 13 (*b*) (ii).

(2) Discharge of a probationer under rule 13 (*c*) (iii).

(3) Extension of probation under rule 13 (*b*) (ii) or rule 14.

16. *Pay of probationers and approved probationers.*—There shall be paid to a probationer or an approved probationer on duty the pay which would be admissible to him if he were a full member of the service in the category in which he is holding a post, as modified by the operation of Fundamental Rules 22 and 31 :

Provided that a Jamadar appointed by direct recruitment shall, during the period of training, be paid Rs. 65 per mensem.

Provided further that, in the case of direct recruits to various categories except Jamadars, the period of training will count for increment in the time-scale of pay applicable to the post to which the candidate is recruited.

17. *Omitted.*

18. *Discharge and re-appointment of probationers and approved probationers.*—(*a*) (i) Probationers and approved probationers who were recruited direct shall not be discharged for want of vacancies. Other probationers and approved probationers shall be discharged for want of vacancies in the following order :—

First, the probationers in order of juniority ; and
Second, the approved probationers in order of juniority.

(ii) The order of discharge laid down in clause (i) may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

(*b*) Approved probationers and probationers who have been discharged for want of vacancies shall be reappointed as vacancies occur in the inverse of the order laid down in clause (i) of sub-rule (*a*). But the said order may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

19. *Appointment of full members.*—(*a*) All appointments of approved probationers as full members of the service shall be made by the appointing authority.

(*b*) Subject to the provisions of rule 9 an approved probationer shall be appointed to be a full member of the service in the category for which he was selected, at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such category and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed, with retrospective effect from such date or, as the case may be, from such subsequent date from which he was continuously on duty as a member of the service in such category or in a higher category :

Provided that where more than one approved probationer is available for such appointment as full member, the seniormost approved probationer on the date of the vacancy shall be appointed.

Explanation.—For the purposes of this sub-rule an approved probationer on leave shall be deemed to be on duty as a member of the service in the category concerned, if he would have been on duty in such category or in a higher category but for his absence on leave.

(*c*) Where appointment to any class or category of the service is both by direct recruitment (including recruitment by transfer) and by promotion, vacancies against which persons have been recruited direct and by transfer shall be regarded as a distinct group while all other vacancies shall be regarded as another distinct group and appointment of full members in accordance with this rule shall be made separately in each of these groups.

(*d*) No person shall, at the same time, be a full member of this service and any other service.

A probationer, approved probationer or full member of another service who is appointed to be a full member of this service shall cease to be a member of the former service.

Explanation.—In computing the continuous period, if any, within which a probationer is required by these rules to undergo his probation, the period of absence on deputation during which he would have held a post in the category but for such absence shall be excluded.

20. *Seniority.*—(*a*) The seniority of a person in a category shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such category. If any portion of the service of such person does not count towards probation under rule 4 (*e*), his seniority shall be determined by the date of commencement of his service which counts towards probation. This sub-rule shall not affect the seniority of any member of the service, which may have been fixed expressly or by implication before the 19th November 1941 or any orders as to seniority which may have been passed by competent authority before the 19th November 1941.

(*b*) The appointing authority, may at the time of passing an order appointing two or more persons simultaneously to a category, fix for any reason the order of preference among them ; and where such order has been fixed, seniority shall be determined in accordance with it. Where any difficulty or doubt arises in applying this rule, seniority shall be determined by the Deputy Inspector-General of Police, Central Range.

(*c*) Where a member of the service is reduced to a lower category, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower category, next below any specified member thereof.

21. *Pay.*—There shall be paid to a full member of the service while holding a post in the category mentioned in column (1) of the table below a monthly pay calculated at the rate prescribed in the corresponding entry in column (2) thereof :—

TABLE.

Category. (1)	Pay. (2) RS.
1 Subadars including Subadar-Major ..	150—3—180
2 Jamadars including Jamadar-Adjutant.	85—3—100
3 Havildars-Major	65—½ (A)—70

Category. (1)	Pay. (2) Rs.
4 Havildars including Company Quartermaster Havildars.	55—½ (A)—60
5 Naiks	45—½ (A)—50
6 Constables including Lance Naiks ..	32—½ (A)—43
7 Bugler Boys	20—1—22

Provided that nothing contained in this rule shall affect the operation of the provisions of article 526 of the Civil Service Regulations relating to the fixation of pay of a member of the service who is in receipt of a military pension.

22. *Special pay.*—In addition to the pay mentioned in rule 21 there shall be paid to the members of the service special pay and allowance calculated at the rates and in the circumstances specified in Annexure II to these rules.

23. *Travelling allowance concessions.*—(i) Every non-Commissioned Officer, Lance Naik, constable and Bugler Boy whose home is more than 50 miles from his headquarters shall, when proceeding on leave other than casual or compensation leave, be entitled to the travelling allowance specified below, namely :—

(*a*) Actual third class railway fare to home and back once a year provided that not more than 30 per cent of the sanctioned strength shall be granted this concession in any year.

(*b*) When brought on the married strength—

(1) to bring his family to headquarters.	Actual third class railway fare for family from his home to headquarters.
(2) to take his family home and back.	Actual third class railway fare provided that this concession shall be granted to him only once in four years.

(ii) Every member of the service shall, on transfer, be entitled to travelling allowance on the scale and at the rate admissible under the Madras Travelling Allowance Rules to a member of the Madras Police Subordinate Service drawing the same pay.

(iii) Every non-Commissioned Officer, Lance Naik, Constable and Bugler Boy shall, on discharge, resignation or dismissal, be eligible for third class fare to his home for himself and if he is on the married strength, also for his family.

24. *Batta.*—There shall be admissible to members of the service while serving away from headquarters, daily allowance at the rates prescribed in the Madras Travelling Allowance Rules for members of the Madras Police Subordinate Service drawing the same pay. If any additions to the rates prescribed in the Madras Travelling Allowance Rules have been sanctioned for particular localities, such additions may also be drawn. Mileage shall not be admissible for marches of over 20 miles but free transport shall be provided for members of the service and their baggage. Travelling allowance for marches of twenty miles and less shall be governed by rule 24 (*a*) & (*b*) of the Madras Travelling Allowance Rules

but no allowance shall be drawn for journeys involving absence from headquarters for periods not exceeding six hours in each case. Subject to these provisions the Madras Travelling Allowance Rules shall apply to members of the service.

When rations are supplied the members of the service shall be required to contribute towards the cost up to the amount of their daily allowances.

25. *Quarters.*—Members of the service shall be entitled to rent-free quarters.

26. *Leave.*—(*a*) The leave terms applicable to persons who before the 4th September 1933, were not members of the service or who before the said date were members of the service, but have within six months from the 18th December 1935, elected to be governed by the provisions of this sub-rule, shall be as follows :—

Section I—Full members.

(i) *Earned leave.*—(1) A full member of the service shall earn leave at the rate of one-eleventh of the period spent on duty :

Provided that he shall cease to earn leave while he has to his credit such leave amounting to one hundred and twenty days.

(2) The amount of leave due shall be the amount of earned leave diminished by (*a*) the amount of earned leave which has been taken ; and (*b*) one-half of the amount of special disability leave taken on full pay under Fundamental Rule 83 (7) (*b*).

(3) A full member of the service may, at any time, be granted the whole or any part of the leave due to him, provided that not more than two months' leave shall be taken at any one time ; this leave may be combined with other kinds of leave.

(ii) *Unearned leave*—(1) *Leave on private affairs.*—A full member of the service may be granted leave on private affairs for a total period of six months in all and up to a maximum of three months at any one time. Leave on private affairs may be combined with other kinds of leave.

(2) *Leave on medical certificate.*—(A) Leave on medical certificate may be granted to a full member of the service for one year in all. Such leave shall be given only on production of a certificate from such medical authority as the State Government may, by general or special order, prescribe and for a period not exceeding the amount of leave recommended in the certificate. It may be combined with special disability leave.

(B) When the period of one year prescribed in sub-clause (2) (A) has been exhausted, further leave on medical certificate for a period not exceeding six months in all may be granted in exceptional cases on the recommendation of the medical authority referred to in the said sub-clause.

(3) *Extraordinary leave.*—Extraordinary leave may be granted to a full member of the service in exceptional circumstances—

(A) when no other leave is admissible under these rules ;

or

(B) when, other leave being admissible, the member concerned applies in writing for the grant of extraordinary leave.

(iii) *Hospital leave.*—Hospital leave shall be admissible to Non-Commissioned Officers, Lance Naiks, Constables and Bugler Boys only.

The grant of hospital leave shall be regulated by rule 101 of the Fundamental Rules and the Subsidiary Rules thereunder issued under the authority of the Government of Madras. This leave may be combined with other kinds of leave.

(iv) *Special disability leave.*—The grant of special disability leave to full members of the service shall be regulated by rule 83 of the Fundamental Rules issued under the authority of the Government of Madras.

(v) *Leave salary.*—A member of the service—

(1) while on earned leave shall be entitled to leave salary equal to his pay ;

(2) while on leave on private affairs or on leave on medical certificate, shall be entitled to leave salary equal to one-half of his pay ; and

(3) while on extraordinary leave shall be entitled to no leave salary.

Section II—Members other than full members.

(i) *Earned leave.*—(1) A member earns leave at the rate of one-twenty-second of the period spent on duty.

(2) The amount of leave due shall be the amount of leave earned diminished by (*a*) the amount of leave which he has taken ; and (*b*) one-half of the amount of special disability leave taken on full pay under Fundamental Rule 83 (7) (*b*).

(ii) A member may be granted the whole or any part of the leave due to him provided that not more than two months' leave shall be taken at any one time ; he may also be granted extraordinary leave up to a limit of two months at any one time.

(iii) If an interruption of duty other than leave occurs in the service of a member, the earned leave to his credit shall lapse.

(iv) If a probationer or an approved probationer is appointed as a full member of the service, his leave account shall be credited with the amount of earned leave which would have been admissible to him if he had been a full member of the service in respect of his previous duty diminished by the amount of earned leave which has been taken and one-half of the special disability leave taken on full pay under Fundamental Rule 83 (7) (*b*).

Hospital leave.—(*a*) The terms of hospital leave applicable to full members shall apply to members other than full members of the service.

(*b*) The leave terms applicable to members of the service other than those referred to in sub-rule (*a*) shall be as follows :—

(i) *Leave account, maximum and total leave.*—(1) A leave account shall be maintained for each member of the service in terms of leave on average pay. In the leave account shall be credited two-elevenths of the period spent by him on duty. The account shall be debited with the actual period of leave on average pay (but excluding special disability leave on average pay) and half the period of leave on average pay (other than special disability leave) or of leave on quarter average pay or of special disability leave on half average pay taken by the member. Hospital leave whether on average or half average pay shall not be debited to the leave account.

(2) The maximum amount of leave on average pay that a member of the service may be eligible for shall be one-eleventh of the period spent on duty in the whole service and if he takes leave on medical certificate, an additional year in his whole service.

(3) The total amount of leave that may be granted to any one member shall be one-eleventh of the period spent on duty plus one and two-third years in terms of leave on average pay.

(4) After a continuous absence from duty on leave for a period of 28 months, a member may be granted an extension of leave on quarter average pay.

(ii) *Leave on average pay.*—Leave on average pay may be granted to a member of the service up to one-eleventh of the period spent by him on duty, provided that not more than two months' leave is taken at one time. This leave shall not be combined with other kinds of leave but it may be followed by leave on medical certificate, hospital leave or special disability leave.

(iii) *Hospital leave.*—Hospital leave shall be admissible to Non-Commissioned Officers, Lance Naiks, Constables and Bugler Boys only. The grant of hospital leave shall be regulated by rule 101 of the Fundamental Rules and the Subsidiary Rules thereunder issued under the authority of the Government of Madras. Hospital leave may be combined with leave on medical certificate and special disability leave.

(iv) *Leave on medical certificate.*—Leave on medical certificate may be granted to members of the service up to one-eleventh of the period spent by such members on duty. It may be combined with special disability leave.

(v) *Leave on urgent private affairs.*—A member of the service may be granted leave on urgent private affairs after he has completed ten years of service, provided that if there is leave to his credit in the leave account, he may be granted during his service such leave for a total period of six months on half average pay. Leave on urgent private affairs shall not be combined with other kinds of leave but it may be followed by leave on medical certificate, hospital leave or special disability leave.

(vi) *Special disability leave.*—The grant of special disability leave to members of the service shall be regulated by rule 83 of the Fundamental Rules issued under the authority of the Government of Madras.

(vii) *Extraordinary leave.*—In special circumstances and when no other leave is admissible extraordinary leave up to two months may be granted to members of the service. Such leave shall not consume other leave that the member may be eligible for, nor shall he be eligible for any leave salary during such leave. Extraordinary leave may be combined with other kinds of leave.

(viii) Leave not due may not be granted to members of the service.

(c) No leave except leave on medical certificate, hospital leave and special disability leave shall be granted to any member of the service unless he can be spared.

(d) The Fundamental Rules relating to leave as issued and amended from time to time under the authority of the Government of Madras, and the Subsidiary Rules made under them by the said Government and the Madras Leave Rules as issued and amended from time to time, shall apply *mutatis mutandis* to the service in so far as they are not repugnant to the provisions of these rules in respect of matters not dealt with in these rules.

(e) Every full member of the service to whom the provisions of sub-rule (a) apply and every member of the service to whom the provisions of sub-rule (b) apply shall, on transfer to an Armed Reserve in accordance with rule 28, be allowed credit for unexpended leave but he shall come under the ordinary leave rules from the date of his transfer without reference to his service in the Force.

27. *Military service.*—Subject to the provisions of article 356 of the Civil Service Regulations, service rendered in the Indian Army shall count for pension and gratuity in the case of any member of the service—

(i) who is invalided at any stage ; or
(ii) who is entitled to a pension for service in the Force ; or
(iii) who after transfer to the ordinary police, retires therefrom.

28. *Transfer to Armed Reserve.*—Lance Naiks and Constables shall, if suitable, be eligible for transfer to an Armed Reserve on completion of seventeen years of service in the Force and shall count service in the Force for increments to pay on transfer to the Armed Reserve.

Havildars-Major, Havildars including Company Quartermaster Havildars and Naiks shall also be eligible for such transfer subject to the following conditions, namely :—

(a) That they shall have served for not less than sixteen years in the Force (counting towards this period any previous Military service to the extent allowed) ;

(b) that they shall have rendered satisfactory service for at least two years in the category from which they are transferred ; and

(c) that their general record in the Force is good.

29. *Transfers of full members and approved probationers on less pay.*—A full member or an approved probationer of the service shall not be transferred to another service, class or category carrying less pay than his relative position in the cadre of the service or category to which he belongs would justify except as a punishment or except with his consent, express or implied.

30. *Uniform.*—Every member of the service shall, on enlistment, be given a free supply of uniform as specified in Annexure III to these rules. A Subadar-Major, Subadar, Jamadar-Adjutant or Jamadar may also be paid such money advance as the State Government may consider necessary repayable in six regular monthly instalments.

31. *Pension and gratuity.*—Subject to the provisions of rule 32 the grant of pension and gratuity to the members of the service shall be regulated as follows, namely :—

(*a*) Pensions and gratuities shall be granted only for approved service.

(*b*) Service qualifying for pension or gratuity shall be reckoned in accordance with the rules in the Civil Service Regulations.

(*c*) No gratuity or pension shall be paid to members of the service who voluntarily resign the service.

(*d*) Members of the service shall be eligible for invalid gratuity, retiring and invalid pensions at the rates and on the conditions laid down in the Civil Service Regulations :

Provided that—

(i) Retirement without medical certificate shall be permissible in the case of all ranks on completion of 25 years of qualifying service.

(ii) Retirement shall in all cases be compulsory on attaining the age of 48 years, provided that in the case of a member, who has not completed 25 years of qualifying service on attaining the age of 48, but who is considered efficient and physically fit for the service, the Inspector-General of Police on the recommendation of the Commandant, Malabar Special Police and the Deputy Inspector-General of Police, Central Range, at his discretion, permit him to continue in service for such period as is necessary but in any case not beyond 50 years so as to enable him to put in 25 years of service to qualify for full pension.

Note.—The provisions of sub-rules (*c*) and (*d*) shall be applicable only to the new entrants who were appointed to the service on or after the date of issue of G.O. Ms. No. 2221, Home, dated 20–6–1952. In the case of the officers and men of the Malabar Special Police who Joined the Force prior to the issue of the above Government Order they will be given the option to elect to come under the provisions of these sub-rules or to continue to stay on under the terms and conditions prescribed in the old rule which existed prior to the date of the said Government Order. The option once exercised in this regard shall be final.

(iii) all service rendered after attaining the age of 18 years shall count in the case of all ranks for invalid pension and gratuity and retiring pension.

Explanation.—For the purpose of this clause " service " shall include service in the Madras Police prior to joining the Malabar Special Police.

(*f*) The grant of pensions and gratuities on account of wounds, injuries and illness caused by field service and pension for families of members who are killed or who die of wounds, or disease on service shall be regulated by the provisions of the Civil Service Regulations :

Provided that the State Government may, in special circumstances such as quelling armed disorder of a serious and widespread character, by special order, sanction family and wound pensions on the scale laid down in the Army Regulations.

Explanation.—For the purpose of this clause " family " shall include only wife, a legitimate child, father or mother depending upon the deceased for support.

(*g*) In all matters not specifically provided for in this rule, the pension rules in the Civil Service Regulations shall apply.

32. *Condonation of service and other conditions.*—No member of the service shall be entitled to any condonation of service under article 423 of the Civil Service Regulations :

Provided that the State Government may, on the recommendation of the Inspector-General of Police, grant to any member of the service any concession to which he is not entitled under these rules.

33. *Resignation.*—(*a*) A member of the service may resign the Force at any time provided that—

(i) the battalion is not on active service, and

(ii) the acceptance of the resignation will not reduce the sanctioned strength of the service by more than 10 per cent.

(*b*) A member of the Service shall if he resigns his appointment forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Central or State Government.

The re-appointment of such person to the service shall be treated in the same way as a first appointment to the service by direct recruitment and all rules governing such appointment shall apply ; and on such re-appointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order :

Provided that nothing contained in this rule shall affect the operation of clause (*b*) or article 418 or of article 422 of the Civil Service Regulations.

34. *Area of service.*—A member of the service shall be liable to serve in any part of the State of Madras, or when so ordered by the State Government, in any part of India outside the said State :

Provided that nothing contained in this rule shall affect the operation of the provisions of Chapter XII in Part VII of the Fundamental Rules in regard to the transfer of officers to foreign service.

35. [*Omitted.*]

36. *Savings.*—(*a*) Nothing in these rules shall adversely affect any person who was a member of the service in the post mentioned in column (1) of the table below on the date specified in the corresponding entry in column (2) thereof :—

TABLE.

Post. (1)	Date. (2)
Subadar-Major	2nd March 1942.
Battalion Quartermaster Subadar.	1st March 1942.
Any other post	1st April 1942.

(*b*) Where these rules would adversely affect in respect of any matter a person who was a member of the service in a post before the respective date specified against it in sub-rule (*a*), he shall, in respect of such matter, be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

(*c*) If, before the 26th April 1934, a person had been exempted under the orders then in force from the possession of any qualification and the possession of such qualification is prescribed by these rules they shall not apply to such person to the extent and in respect of the category, grade or post, specifically covered by the order of exemption.

37. *Re-employment of pensioners.*—Nothing in these rules shall be construed to limit or abridge the powers of the Government and of subordinate authorities to re-employ in the categories to which they belonged at the time of retirement, persons who have retired on a civil pension or gratuity in accordance with the provisions contained in Chapter XXI of the Civil Service Regulations and the delegations made thereunder. The re-employment of such a person shall not be regarded as a first appointment to the service. The person re-appointed shall be given the minimum pay of the post to which he is re-appointed, the difference between such pay and the pay he was drawing at the time of his retirement being made up from his pension. The balance of his pension, if any, shall be held in abeyance during the period of re-employment. If, however, his pay at the time of retirement was more than the total of his pension and of the minimum pay of the post to which he is re-appointed, he shall be given a personal pay equivalent to the difference.

38. *Relinquishment of rights or privileges.*—Any member of the service may, in writing, relinquish any right or privilege to which he may be entitled under these rules if, in the opinion of the appointing authority, such relinquishment is not opposed to public interest and nothing contained in these rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

39. *Relaxation of rules in individual cases*—Any of these rules may, for reasons to be recorded in writing, be relaxed in individual cases in which the State Government are satisfied that a strict application of the rule would cause hardship to the individual concerned.

SUB-ANNEXURE I.

[Referred to in rule 11 (*a*).]

Hearing good and no signs of ear disease.

Speech without impediment.

No glandular swellings.

Chest well formed and heart and lungs sound.

No rupture in any degree or form.

Limbs well formed and fully developed.

Free and perfect movement of all joints.

Feet and toes well formed and no tendency to flat-feet.

No congenital malformation or defects.

No traces of previous acute or chronic disease pointing to impaired constitution.

Teeth sound and sufficient for mastication.

Vision without glasses good with each eye and up to the standard indicated below :—

Directions for using the "Test dot Card".

1. Place the recruit with his back to the light, and hold the test card perfectly upright in front of him, at a measured distance of exactly 10 feet. The light should fall fully on the card.

2. Examine each eye separately. The eye not under trial should be shaded by the hand of an assistant, who will take care not to press on the eye ball.

3. Expose some of the "dots", not more than seven or eight at a time and desire the recruit to name their number and positions, vary the groups frequently to provide against deception.

SUB-ANNEXURE II.

[Referred to in rule 22.]

Officers. (1)	Special pay or allowance. (2)	Rate per mensem. (3) RS. A.
1 Commissioned Officers	Uniform allowance.	3 8 each.
2 Non-Commissioned Officers, Lance Naiks, Constables and Bugler Boys.	Do.	2 0 ,,
3 Subadar Major	Special pay ..	50 0
4 Battalion Quarter-master Subadar.	Do. ..	40 0 (*a*)
5 Jamadar-Adjutant	Do. ..	10 0
6 Havildars when employed as Quarter-masters.	Do. ..	5 0 each (*b*)
7 Lance Naiks	Do. ..	3 0 ,, (*c*)
8 One Lance Naik and seven Constables in each company.	Visual signalling special pay.	2 0 ,, (*d*)
9 Signal-Havildar in the Fifth Company.	Do.	5 0

Officers. (1)	Special pay or allowance. (2)	Rate per mensem. (3) RS. A.
10 One Naik and three Constables including one Lance Naik in each of the four active companies and one Havildar in the Headquarter Company.	Wireless signalling special pay.	5 0 each (e)
11 Constables	Special pay for company clerk's duty.	5 0 ,, (b)
12 Havildar when employed as motor mechanic.	Special pay ..	15 0
13 Naiks when employed as motor drivers.	Do. ..	5 0 each (f)
14 Constables when employed as motor cleaners.	Do. ..	2 0 ,, (g)

(a) The special pay shall be payable only for so long as the temporary companies of the Malabar Special Police are in existence.
(b) Limited to five persons at a time.
(c) Limited to sixty-three persons at a time.
(d) Limited to forty persons at a time.
(e) Limited to seventeen persons at a time.
(f) Limited to seven persons at a time.
(g) Limited to four persons at a time.

SUB-ANNEXURE III.

[Referred to in rule 30.]

Commissioned Officers.

One Sam brown belt
One water-proof coat
One water-proof sheet
One regulation hat
} on enlistment.

Two pairs of boots, three pairs of woollen socks, two pairs of woollen short putties and two pairs of woollen hosetops annually.

NOTE.—Newly recruited Jamadars are entitled to a supply of two pairs of black ammunition boots and one pair of brown leather boots during their training in the Malabar Special Police. The two pairs of black ammunition boots and one pair of brown leather boots shall be issued together at the beginning of the training. Both the pairs of black ammunition boots shall be withdrawn when the cadets leave the Malabar Special Police after training and issued to the succeeding batch of trainees or to other members of the Malabar Special Police, provided the boots are in a serviceable condition.

Non-Commissioned Officers, Constables and Bugler Boys.

One khaki drill coat biennially.
Two banians annually.
Three pairs of khaki drill shorts annually.
Two khaki twill shirts annually.
Two pairs of boots, three pairs of woollen socks, two pairs of woollen short putties and two pairs of woollen hosetops annually.
Two Gurkha hats annually.
One jersey (woollen), one set water-proof coat and cover and one dhurry each triennially.
One blanket (army pattern) quinquennially.
One sash, worsted, red, to Havildars and Havildars-Major quinquennially.

ANNEXURE III.

DISCIPLINE AND APPEAL RULES—THE MADRAS POLICE SUBORDINATE SERVICE AND THE MALABAR SPECIAL POLICE SUBORDINATE SERVICE.

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ANNEXURE III.

MADRAS POLICE SUBORDINATE SERVICES DISCIPLINE AND APPEAL RULES, 1955.

In exercise of the powers conferred by section 10 of the Madras District Police Act, 1859 (Central Act XXIV of 1859), and section 11 of the Madras City Police Act, 1888 (Madras Act III of 1888), read with the proviso to Article 309 of the Constitution of India, and in supersession of the existing rules on the subject, the Governor of Madras hereby makes the following rules prescribing the penalties that may be imposed on members of the Madras Police Subordinate Service and the Malabar Special Police Subordinate Service, the authorities which may impose such penalties, the appeals which may be preferred from orders imposing such penalties, and the authorities by which such orders may be reversed or altered :—

RULES.

1. (1) These rules may be called the Madras Police Subordinate Services Discipline and Appeal Rules, 1955.

(2) They shall come into force on the 1st January 1955.

(3) In these rules "Service" shall mean the Madras Police Subordinate Service or the Malabar Special Police Subordinate Service, as the case may be

2. The following penalties may, for good and sufficient reason, be imposed upon members of the service, namely :—

(*a*) Reprimand in the case of the subordinates specified in items 1 to 4 under the heading "Madras Police Subordinate Service" and in items 1 and 2 under the heading "Malabar Special Police Subordinate Service" in the schedule ;

(*b*) Censure in the case of the subordinates specified in items 1 to 4 under the heading "Madras Police Subordinate Service" and in items 1 and 2 under the heading "Malabar Special Police Subordinate Service" and blackmark in the case of Subordinates specified in items 5 to 7 under the heading "Madras Police Subordinate Service" and in items 3 to 7 under heading "Malabar Special Police Subordinate Service" in the Schedule ;

(*c*) withholding of increments or promotion, including stoppage at an efficiency bar ;

(*d*) reduction to a lower rank in the seniority list, or to a lower grade, post or time-scale or to a lower stage in the same time-scale ;

(*e*) (1) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders; or

(2) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Explanation.—In cases of stoppage of increment with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

(*f*) suspension for a period not exceeding fifteen days in the case of Sub-Inspectors of Police, Sergeants and constables; if the penalty of reduction to a lower grade, post or time-scale or to a lower stage in the same time-scale cannot be imposed;

(*g*) suspension, where a person has already been suspended under rule 3 (*e*), to the extent considered necessary by the authority imposing the penalty;

(*h*) compulsory retirement otherwise than under Article 465 (2) or under Note I to Article 465-A of the Civil Service Regulations;

(*i*) removal from the civil service of the State Government which does not disqualify from future employment; and

(*j*) dismissal from the civil service of the State Government which disqualifies from future employment.

Explanation.—(i) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of his contract does not amount to removal or dismissal within the meaning of this rule.

Explanation.—(ii) The penalties of recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders and suspension, where a person has already been suspended under rule 3 (*e*) to the extent considered necessary by the authority imposing penalty, may be imposed in addition to any other penalty which may be inflicted in respect of the same negligence or breach of orders.

3. (*a*) In every case where it is proposed to impose on a member of a service any of the penalties mentioned in clauses (*a*), (*b*), (*c*), (*e*) and (*f*) of rule 2 he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation if any, shall be taken into consideration before the order imposing the penalty is passed.

(*b*) (i) In every case where it is proposed to impose on a member of a service any of the penalties mentioned in clauses (*d*), (*h*), (*i*) and (*j*) of rule 2, the grounds on which it is proposed to take action shall, except where such action is proposed to be taken on facts which have led to his conviction in a criminal court or by a military court-martial be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposd to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires an oral inquiry or only to be heard in person. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called as he may

wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry has been completed, the person charged shall be entitled to put in, if he so desires, any further written statement of his defence. If no oral inquiry is held and if he had desired to be heard in person he shall be so heard. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

(ii) After the inquiry referred to in clause (i) has been completed and after the authority competent to impose the penalty mentioned in that clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the inquiring authority and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be duly taken into consideration before final orders are passed.

Explanation.—An opportunity to show cause against the imposition of any of the penalties referred to in this sub-rule shall be given after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed, either by such authority himself or under his direction, by a subordinate authority who is superior in rank to the officer on whom it is proposed to imposed the penality.

(*c*) (i) The requirements of sub-rules (*a*) and (*b*) shall not apply where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him.

(ii) The provisions of sub-rule (*b*) shall not apply where the Governor is satisfied that in the interest of the security of the State it is not expedient to follow the procedure prescribed in that sub-rule.

(*d*) (i) All or any of the provisions of sub-rules (*a*) and (*b*) may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is a difficulty in observing exactly the requirements of the sub-rule and those requirements can be waived without injustice to the person charged.

(ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-rule (*b*), the decision thereon of the authority empowered to dismiss or remove such person or reduce him in rank, as the case may be, shall be final.

4. The authority which may impose any of the penalties prescribed in rule 2 on a member of the service specified in column (i) of the schedule to these rules shall be the authority specified in the corresponding entry in columns (ii), (iii), (iv), (v), (vi), (vii) or (viii) thereof whichever is relevant, or any higher authority :

Provided that where in any case a competent authority has imposed or declined to impose a penalty under this rule, a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case :

NOTE.—It is not necessary to have an oral enquiry or to be heard in person in the case of reduction in rank in the seniority lists (A and B lists) of constables fit for promotion as Head Constables.

Provided further that no person shall be removed or dismissed or compulsorily retired from the service by any authority subordinate to that by which he was appointed :

Provided also that no member of the service employed in the "X" Branch of the C.I.D., Madras, shall be removed or dismissed from the service during the period of his employment in that Branch or for a period of three years from the date on which he ceases to be employed therein without the previous sanction of the State Government :

Provided also that the previous sanction of the State Government shall not be necessary for the removal or dismissal of a member of the service employed in the "X" Branch of the C.I.D., Madras, for any act done by him prior to his employment in that Branch.

Explanation.—(*a*) The fact that a lower authority has imposed or declined to impose a penalty in any case shall not debar a higher authority from exercising his jurisdiction under this rule in respect of the same case.

(*b*) The order of a higher authority imposing or declining to impose in any case a penalty under this rule shall supersede any order passed by a lower authority in respect of the same case.

(*c*) (i) Where, on promotion or transfer, a member of the service in a class, category or grade is holding an appointment in another class, category or grade thereof or in another service, no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of the service in the latter class, category, grade or service, as the case may be.

(ii) Where a person has been reverted or reduced from one service to another or from one class, category or grade of the service to another class, category or grade thereof, no penalty shall be imposed upon him in respect of his work or conduct while he was a member of the service, class, category or grade as the case may be, from which he was reverted or reduced except by an authority competent to impose the penalty upon a member of such service, class, category or grade, as the case may be.

5. A member of the service shall be entitled to appeal from an order imposing on him any of the penalties specified in rule 2—

(*a*) if such order was passed by an authority specified in the relevant column of the schedule, to the authority specified in the last column thereof ;

(*b*) if such order was passed by an authority (other than the State Government) higher than that specified in the relevant column of the schedule, to the next higher authority to whom the former authority is administratively subordinate ; and

(*c*) if such order was passed by the State Government, to the Governor.

6. (1) In the case of an appeal against an order imposing any penalty specified in rule 2, the appellate authority shall consider—

(a) whether the facts on which the order was based have been established;

(b) whether the facts established afford sufficient ground for taking action; and

(c) whether the penalty is excessive, adequate or inadequate; and after such consideration shall pass such order as it thinks proper.

(2) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

7. An authority from whose order an appeal is preferred under rule 5 shall give effect to any order made by the appellate authority.

8. Every person preferring an appeal shall do so separately and in his own name.

9. Every appeal preferred under rule 5 shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred.

No appeal shall be admitted by the appellate authority if it has not been preferred within one month from the date on which a copy of the order appealed against was communicated to the appellant:

Provided that, if the appellant satisfies the appellate authority that he had sufficient cause for not preferring the appeal within the said period, the appeal may be admitted by such authority if it is preferred within two months from the date on which a copy of the order appealed against was communicated to the appellant:

Explanation.—Where the person concerned has absconded or where it is for any other reason impracticable to communicate with him, the period of one month referred to in this rule shall be counted from the date of the order appealed against.

10. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if—

(a) it is an appeal in a case in which under these rules no appeal lies; or

(b) it does not comply with the provisions of rule 9; or

(c) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case: or

(d) It is addressed to an authority to which no appeal lies under these rules:

Provided that in every case in which an appeal is rejected the appellant shall be informed of the fact and the reasons for it :

Provided further that an appeal withheld on account of the failure to comply with the provisions of the first paragraph of rule 9 may be re-submitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal and if re-submitted in a form which complies with those provisions shall not be withheld.

11. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.

12. A list of appeals withheld under rule 10 with the reasons for withholding them, shall be forwarded half-yearly by the withholding authorities to the appellate authority.

13. The appellate authority may call for an appeal admissible under these rules which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

14. No appeal shall lie against the withholding of an appeal by a competent authority.

15. The authority by whom an order imposing a penalty under rule 4 may be reversed or altered in cases in which no appeal is preferred shall be the appellate authority specified in rule 5 or any higher authority.

16. Nothing in these rules shall operate to deprive any person of any right of appeal which he would have had if these rules had not been made, in respect of any order passed before they came into force. An appeal pending at the time when, or preferred after, these rules come into force, shall be deemed to be an appeal under these rules, and rules 6 and 7 shall apply as if the appeal were against an order appealable under these rules.

17. The provisions of the Madras Civil Services (Safeguarding of National Security) Rules, 1954, as in force for the time being, shall, so far as may be, apply to the members of the service subject to the modification that in rule (6) of the said rules, for the words and brackets "the Madras Civil Services (Classification, Control and Appeal) Rules", the words and figures "the Madras Police Subordinate Services Discipline and Appeal Rules, 1955" shall be substituted.

THE

(Referred to in

Lowest authority which may

Class of subordinates	Reprimand.	Censure or black-mark in the case of Jamadars, head constables and constables and others of corresponding rank.	Withholding of increments or promotion including stoppage at an efficiency bar or recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld, when such an order cannot be given effect to.	Reduction to a lower rank in the seniority list or to a lower grade, post or time-scale or to a lower stage in the same time-scale.
(i)	(ii)	(iii)	(iv)	(v)
				MADRAS POLICE
Inspectors of Police in the—				
(a) Mufassal—				
(i) Districts ..	Superintendent of Police.	Superintendent of Police.	Superintendent of Police.	Deputy Inspector General concerned.
(ii) Police Training College and Police Recruits' School, Vellore.	Principal ..	Principal ..	Principal ..	Do.
(iii) Other Police Recruits' Schools.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Do.
(iv) Special Branch, C.I.D.	Superintendent, Special Branch.	Superintendent, Special Branch.	Superintendent, Special Branch.	Deputy Inspector-General, Railways and C.I.D.
(v) Crime Branch, C.I.D.	Superintendent, Crime Branch.	Superintendent, Crime Branch.	Superintendent, Crime Branch.	Do.
(b) Madras City Police.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Commissioner ..
1-A. Senior Reporters, Shorthand Bureau, Vellore.	Principal, Police Training College, Vellore.	Principal Police Training College, Vellore.	Principal, Police, Training College, Vellore.	Deputy Inspector-General of Police, Railways and C.I.D.
2 Reserve Inspectors in the—				
(a) Mufassal—				
(i) Districts	Superintendent of Police.	Superintendent of Police.	Superintendent of Police.	Deputy Inspector-General concerned.
(ii) Police Training College and Police Recruits' School, Vellore.	Principal ..	Principal ..	Principal ..	Do.
(iii) Other Police Recruits' Schools.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Do.
(iv) Store-keeper, Office of the Inspector-General of Police.	Assistant Inspector-General.	Assistant Inspector-General.	Assistant Inspector-General.	Assistant Inspector-General.
(b) Madras City Police—				
(i) Reserve Inspector-in-charge of the Reserve.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Commissioner :
(ii) Other Reserve Inspectors.	Do.	Do.	Do.	Deputy Commissioner concerned.

SCHEDULE.

rules 2, 4 and 5.)

mpose the penalty of

Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Suspension.	Compulsory retirement or removal or dismissal.	Appellate authority.
(vi)	(vii)	(viii)	(ix)
SUBORDINATE SERVICE.			
Superintendent of Police.	Deputy Inspector-General concerned.	Deputy Inspector-General concerned.	Deputy Inspector-General concerned or the Commissioner as the case may be in respect of orders passed by officers below them in gradation and the Inspector-General in respect of orders passed by the Deputy Inspectors-General or Commissioner as the case may be.
Principal	Do.	Do.	
Superintendent of Police of the district in which the school is situated.	Do.	Do.	
Superintendent Special Branch.	Deputy Inspector-General, Railways and C.I.D.	Deputy Inspector-General, Railways and C.I.D.	
Superintendent, Crime Branch.	Do.	Do.	
Deputy Commissioner concerned.	Commissioner ..	Commissioner ..	
Principal, Police Training College, Vellore.	Deputy Inspector-General of Police, Railawys and C.I.D.	Inspector-General of Police.	Deputy Inspector-General of Police, Railways and C.I.D., in respect of orders passed by the Principal, Police Training College, Vellore, and the Inspector-General of Police, in respect of orders passed by the Deputy Inspector-General of Police, Railways and C.I.D., and the Government in respect of orders passed by the Inspector-General of Police.
Superintendent of Police.	Deputy Inspector-General concerned.	Deputy Inspector-General concerned.	Deputy Inspector-General concerned or the Commissioner as the case may be in respect of orders passed by officers below them in gradation and the Inspector-General in respect of orders passed by the Deputy Inpector-General or Assistant Inspector-General or the Commissioner as the case may be
Principal	Do.	Do.	
Superintendent of Police of the district in which the school is situated	Do.	Do.	
Assistant Inspector-General	Assistant Inspector-General.	Assistant Inspector-General	
Deputy Commissioner concerned.	Commissioner ..	Commissioner ..	
Do.	Deputy Commissioner concerned	Do. ..	

THE

(Referred to in

Class of subordinates	Lowest authority which may			
	Reprimand.	Censure or black-mark in the case of Jamadars head constables and constables and others of corresponding rank.	Withholding of increments or promotion including stoppage at an efficiency bar or recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld, when such an order cannot be given effect to.	Reduction to a lower rank in the seniority list or to a lower grade, post or time scale or to a lower stage in the same time-scale.
(i)	(ii)	(iii)	(iv)	(v)
				MADRAS POLICE
3 Sergeants in the — (a) Mufassal—				
(i) Districts	Superintendent of Police.	Superintendent of Police.	Superintendent of Police.	Superintendent of Police.
(ii) Police Training College and Police Recruits' School, Vellore.	Principal ..	Principal ..	Principal ..	Principal
(iii) Other Police Recruits' Schools.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.
(b) Madras City Police.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.
4 Sub-Inspectors in the— (a) Mufassal—				
(i) Districts	Superintendent of Police.	Superintendent of Police.	Superintendent of Police.	Superintendent of Police.
(ii) Police Training College and Police Recruits' School, Vellore.	Principal ..	Principal ..	Principal ..	Principal ..
(iii) Other Police Recruits' Schools.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.
(iv) Special Branch, C.I.D.	Superintendent, Special Branch.	Superintendent, Special Branch.	Superintendent, Special Branch.	Superintendent, Special Branch.
(v) Crime Branch, C.I.D.	Superintendent, Crime Branch.	Superintendent, Crime Branch.	Superintendent, Crime Branch.	Superintendent, Crime Branch.
(b) Madras City Police.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.
4 (a) Junior Reporters, Short-hand Bureau, Vellore.	Principal, Police Training College, Vellore.	Principal, Police Training College, Vellore.	Principal, Police Training College, Vellore.	Deputy Inspector General of Police-Railways and, C.I.D.
5 Jamadars in District Armed Reserves.	....	Superintendent of Police.	Superintendent of Police.	Superintendent of Police.
Jamadars, Madras City Police.	....	Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.

SCHEDULE.

rules **2**, 4 and 5.]

impose the penalty of

Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Suspension.	Compulsory retirement or removal or dismissal.	Appellate authority.
(vi)	(vii)	(viii)	(ix)
SUBORDINATE SERVICE—*cont.*			
Superintendent of Police.	Superintendent of Police.	Deputy Inspector-General concerned.	Deputy Inspector-General concerned or the Commissioner as the case may be in respect of orders passed by officers below them in gradation and the Inspector-General in respect of orders passed by the Deputy Inspectors-General or the Commissioner as the case may be.
Principal	Principal	Do.	
Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Do.	
Deputy Commissioner concerned.	Deputy Commissioner concerned.	Commissioner.	
Superintendent of Police.	Superintendent of Police.	Deputy Inspector-General concerned.	Deputy Inspector-General concerned or the Commissioners as the case may be in respect of orders passed by officers below them in gradation and the Inspector-General in respect of orders passed by Deputy Inspector-General or the Commissioner as the case may be.
Principal	Principal	Do.	
Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Do.	
Superintendent, Special Branch.	Superintendent, Special Branch.	Deputy Inspector-General, Railways and C.I.D.	
Superintendent, Crime Branch.	Superintendent, Crime Branch.	Do.	
Deputy Commissioner concerned.	Deputy Commissioner concerned.	Commissioner.	
Principal, Police Training College, Vellore.	Deputy Inspector-General of Police, Railways and C.I.D.	Inspector-General of Police.	Deputy Inspector-General of Police, Railways and C.I.D. in respect of orders passed by the Principal, Police Training College, Vellore, and the Inspector-General of Police, in respect of orders passed by the Deputy Inspector-General of Police, Railways and C.I.D., and the Government in respect of orders passed by the Inspector-General of Police.
Superintendent of Police.	Superintendent of Police.	Superintendent of Police.	Deputy Inspector-General concerned.
Commissioner.	Deputy Commissioner concerned.	Commissioner.	Commissioner in respect of orders passed by Deputy Commissioners and the Inspector General in respect of orders passed by the Commissioner.

THE

Class of subordinates.	Lowest authority which			
	Reprimand.	Censure or blackmark in the case of Jamadars, head constables and constables and others of corre ponding rank.	Withholding of increments or promotion includ-ing including stoppage at an efficiency bar or recovery from pay to he exte t nec ss ry f the monetary value equivale t to the amo nt of incremen s ordered to be withheld, when such an order cannot be given effect to.	Reduction to a lower rank in the seniority list or to a lower grade post or time-scale or to a lower stage in the same time-scale.
(i)	(ii)	(iii)	(iv)	(v)
				MADRAS POLICE
6 Head constables and reserve head constables including armourers and daffadars and lance daffadars of the Madras City Police—				
(a) Mufassal—				
(i) Districts	....	Subdivisional Police Officer or an officer of corresponding rank.	Superintendent of Police.	Superintendent of Police.
(ii) Police Training College and Police Recruits' School, Vellore.	....	Vice-Principal ..	Principal ..	Principal ..
(iii) Other Police Recruits' Schools.	....	Principal ..	Superintendent of Polic of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.
(iv) Special Branch, C.I.D.	....	Deputy Superintendent, Special Branch.	Superintendent, Special Branch.	Superintendent, Special Branch.
(v) Crime Branch, C.I.D.	....	Deputy Superintendent, Crime Branch.	Superintendent, Crime Branch.	Superintendent, Crime Branch.
(vi) Office of the Inspector-General of Police.	....	Assistant Inspector-General.	Assistant Inspector-General.	Assistant Inspector-Gen l.
(b) Madras City Police.	....	Assistant Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.
7 Constables and reserve constables including sowars, buglers and bellows boys—				
(a) Mufassal—				
(i) Districts	....	Subdivisional Police Officer or an officer of corresponding rank.	Subdivisional Police Officer or an officer of corresponding rank.	Superintendent of Police.
(ii) Police Training College and Police Recruits' School, Vellore.	....	Vice-Principal	Vice-Principal	Principal ..
(iii) Other Police Recruits' Schools.	....	Principal ..	Principal ..	Superintendent of Police of the district in which the school is situated.
(iv) Special Branch, C.I.D.	....	Deputy Superintendent, Special Branch.	Deputy Superintendent, Special Branch.	Superintendent, Special Branch.

SCHEDULE

may impose the penalty of

Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Suspension.	Compulsory retirement or removal or dismissal.	Appellate authority.
(vi)	(vii)	(viii)	(ix)
SUBORDINATE SERVICE—*cont.*			
Superintendent of Police.	Superintendent of Police.	Superintendent of Police.	Superintendent concerned or officer of corresponding rank in respect of orders passed by officers below them in gradation.
Principal	Principal	Principal	
Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	
Superintendent, Special Branch.	Superintendent, Special Branch.	Superintendent, Special Branch.	Deputy-Inspector-General concerned or the Commissioner as the case may be in respect of orders passed by officers below them in gradation and the Inspector-General in respect of orders passed by the Deputy Inspector-General, Assistant Inspector-General or the Commissioner, as the case may be.
Superintendent, Crime Branch.	Superintendent, Crime Branch.	Superintendent, Crime Branch.	
Assistant Inspector-General.	Assistant Inspector-General.	Assistant Inspector-General.	
Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	
Superintendent of Police.	Superintendent of Police.	Superintendent of Police.	Superintendent concerned or officer of corresponding rank in respect of orders passed by officers below them in gradation. Deputy Inspector-General concerned or the Commissioner as the case may be in respect of orders passed by officers below them in gradation and the Inspector-General in respect of orders passed by the Deputy Inspector-General, Assistant Inspector-General or the Commissioner, as the case may be.
Principal	Principal	Principal	
Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district in which the school is situated.	Superintendent of Police of the district n which the school is situated.	
Superintendent, Special Branch.	Superintendent, Special Branch.	Superintendent, Special Branc	

THE

Class of subordinates.	Lowest authority which: Reprimand.	Censure or black-mark in the case of Jamadars, head constables and constables and others of corresponding rank.	Withholding of increments or promotion including stoppage at an efficiency bar or recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld when such an order cannot be given effect to.	Reduction to a lower rank in the seniority list or to a lower grade, post or time-scale or to a lower stage in the same time-scale.
(i)	(ii)	(iii)	(iv)	(v)
				MADRAS POLICE
7. Constables and reserved constables including warders, beglers and low boys—*cont.* (a) Muffasals—*cont.*				
(v) Crime Branch, C.I.D.	....	Deputy Superintendent, Crime Branch.	Deputy Superintendent, Crime Branch.	Superintendent, Crime Branch.
(vi) Office of the Inspector-General of Police.	....	Assistant Inspector-General.	Assistant Inspector-General.	Assistant Inspector-General.
(b) Madras City Police	....	Assistant Commissioner concerned.	Assistant Commissioner concerned.	Deputy Commissioner concerned.

NOTE.—In the case of Jamadars, all head constables and constables, punishment drill, extra guard duty, ments is the Subdivisional Police Officer or any other officer of corresponding rank in the case of Jamadars and award of these penalties.

MALABAR SPECIAL POLICE

Class of subordinates.	Lowest authority which: Reprimand.	Censure or blackmark in the case of the non-commissioned officers and constables (including lance naiks) of the Malabar Special Police.	Withholding of increments or promotion including stoppage at an efficiency bar, or recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld when such an order cannot be given effect to.	Reduction to a lower rank in the seniority list or to a lower grade, post or time-scale or to a lower stage in the same time-scale.
(i)	(ii)	(iii)	(iv)	(v)
1 Subadars including Subadar-Major.	Deputy Commandant.	Deputy Commandant.	Deputy Commandant.	Deputy Commandant.
2 Jamadars including Jamadar-Adjutant.	Assistant Commandant.	Assistant Commandant.	Do.	Do.
3 Havildars-Major .. 4 Havildars including Company Quarter-Master Havildars. 5 Naiks .. .. .. 6 Constables including Lance Naiks. 7 Bugler boys	....	Do.	Do.	Do.

NOTE.—The forms of punishment detailed

Punishment. (1)		Lowest authority
1 Punishment drill, extra guard duty, extra work and fatigue duty	..	Officer Commanding
2 Three days' confinement to barracks or camp	..	Officer Commanding
3 Seven days' confinement to barracks or camp	..	Any gazetted officer

SCHEDULE—*cont.*

may impose the penalty of

Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Suspension.	Compulsory retirement or removal or dismissal.	Appellate autholty.
(vi)	(vii)	(viii)	(ix)
SUBORDINATE SERVICE—*cont.*			
Superintendent, Crime Branch	Superintendent, Crime Branch.	Superintendent. Crime Branch.	Superintendent concerned or officer of corresponding rank in respect of orders passed by officers below them in gradation, Deputy Inspector General concerned or the Commissioner, as the case may be in respect of orders passed by officers below them in gradation and the Inspector-General in respect of orders passed by the Deputy Inspector-General, Assistant Inspector-General or the Commissioner, as the case may be.
Assistant Inspector-General.	Assistant Inspector-General.	Assistant Inspector-General	
Deputy Commissioner concerned.	Deputy Commissioner concerned.	Deputy Commissioner concerned.	

extra work and fatigue duty are also recognized penalties and the lowest authority who can award these punish-
Inspector or Reserve Inspector in the case of head constables and constables. No appeal lies against the

SUBORDINATE SERVICE.

may impose the penalty of

Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Suspension.	Compulsory retirement or removal or dismissal.	Appellate authority.
(vi)	(vii)	(viii)	(ix)
Deputy Commandant.	Deputy Commandant.	Deputy Inspector-General, Central Range.	The Commandant in respect of orders passed by the Deputy Commandant and Assistant Commandant, the Deputy Inspector-General, Central Range, in respect of orders passed by the Commandant and the Inspector-General in respect of orders passed by the Deputy Inspector-General, Central Range.
Do.	Do.	Do.	
Do.	Do.	Commandant ..	

below can also be imposed on constables.

which may impose the penalty.	Appellate authority.
(2)	(3)
or in charge of a company	No appeal lies against the award of these penalties.
or in charge of a company	No appeal lies against the award of this penalty.
.. ..	Do.

ANNEXURE III-A.

THE MADRAS SUBORDINATE POLICE OFFICERS' CONDUCT RULES.

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ANNEXURE III-A.

THE MADRAS SUBORDINATE POLICE OFFICERS' CONDUCT RULES.

(G.Os. No. 1063, Home, dated 26th Feb. 1938; 3727, Home, dated 29th July 1938; 5013, Home, dated 15th October 1938; 5147, Home, dated 24th October 1938; 5348, Home, dated 5th November 1938; 2547, Home, dated 8th May 1939; 3013, Home, dated 1st June 1939; 3211 Home, dated 12th June 1939.)

NOTIFICATION.

In exercise of the powers conferred by section 8 of the Madras District Police Act, 1859 (XXIV of 1859), and section 9 of the Madras City Police Act, 1888 (Madras Act III of 1888), and in supersession of all previous rules on the subject, the [State] Government are hereby pleased to make the following rules to regulate the conduct of the members of the Madras Police Subordinate Service and the Malabar Special Police Subordinate Service :—

Title.

1. These rules may be called the Madras Subordinate Police Officers' Conduct Rules, 1938.

Definitions.

2. In these rules—

(1) " District " means unless otherwise expressly stated, a revenue district;

(2) " Government " means the [State] Government; and

(3) " Police Officer " means any member of the Madras Police Subordinate Service or Malabar Special Police Subordinate Service whether for the time being on foreign service or not.

Responsibility of officer for acts of wife or dependent member of family.

3. A Police officer is responsible for any act done by his wife or by any other member of his family living with or in any way dependent on him which, if done by himself, would constitute a breach of these rules.

Gifts, gratuities and rewards.

4. (1) Save as otherwise provided in this rule, no Police officer shall, except with the previous sanction of the Government—

(*a*) accept directly or indirectly on his own behalf or on behalf of any other person, or

(*b*) permit any member of his family so to accept any gift, gratuity, or reward or any offer of gift, gratuity, or reward from any person who is not related to him.

(2) Subject to the provisions of any general or special order of the Government, a Police officer may accept from any person a complimentary gift of flowers or fruit or similar articles of trifling value; but all Police officers shall use their best endeavours to discourage the tender of such gifts.

(3) Subject to the provisions of any general or special order of the Government, a Police officer may accept or permit any member of his family to accept from any person who is his personal friend, a wedding gift of a value which is reasonable in all the circumstances of the case, and which in the case of a wedding gift offered to a European Police officer or to a member of his family does not exceed Rs. 200. All police officers shall use their best endeavours to discourage the tender of such gifts and such acceptance or permission shall be reported to the Government, and if the Government so require the gift shall be returned to the donor.

(4) If a Police officer cannot, without giving undue offence refuse a gift of substantial value from any person, he may accept the same but shall, unless the Government by special order otherwise direct, deliver the gift to the Government.

(5) The habitual use by Police officers of vehicles and animals belonging to members of the public is prohibited.

Public demonstrations in honour of Police officers.

5. (1) Save as otherwise provided in this rule, no Police officer shall, except with the previous sanction of the Government—

(*a*) receive any complimentary or valedictory address, accept any testimonial or attend any public meeting or entertainment held in his honour; or

(*b*) take part in the presentation of a complimentary or valedictory address or of a testimonial to, or attend a public meeting or entertainment held in honour of, any person in the service of the Central or State Government or any person who has recently quitted such service.

(2) Notwithstanding anything contained in sub-rule (1)—

(*a*) a Police officer may, at the request of any public body, sit for a portrait, bust or statue not intended for presentation to him;

(*b*) subject to the provisions of any general or special order of the Government, a Police officer may take part in the raising of a fund to be expended in recognition of the services of any other Government servant or of a person who has recently quitted the service of Government on the foundation of a scholarship or on any other public or charitable object or on the execution of any portrait, bust or statue not intended for presentation to such other Government servant or person:

Provided that no Police officer shall solicit any subscription in aid of such fund;

(c) subject to the provisions of any general or special order of the Government, a Police officer may attend a farewell entertainment of a substantially private and informal character held as a mark of regard to himself or to any other Government servant, or to a person who has recently quitted the service of Government, on the occasion of the retirement from the service or departure from a district or station of himself or such other Government servant or person.

(3) The provisions of sub-rules (1) and (2) shall apply to all similar manifestations in the case of retired Police officers when following immediately upon their retirement from active service and designed as an acknowledgment of acts done by them while in the service of Government.

(4) A Police officer may attend a farewell entertainment given to him by his personal friends or by a club of which he is a member; but in accepting an invitation the officer should, if necessary, make it clear that the function must be private and on no account take on the character of a public entertainment, that no address should be presented to him and that no report of the proceedings should be published in the public press.

Presentation of trowels, etc., at ceremonial functions.

6. (1) No Police officer shall, except with the previous sanction of the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$ receive any trowel, key or other similar article offered to him at a ceremonial function such as the laying of a foundation stone or the opening of a public building.

(2) A Police officer who receives an invitation to preside at such functions shall, if he decides to accept it, invariably inform the promoters that he can attend only on the understanding that no presentation of any kind is made.

Subscriptions.

7. (1) No Police officer shall, except with the previous sanction of the Government ask for or accept from a Prince or Chief of any State in India, or the Agent of any such Prince or Chief, any subscription or other pecuniary assistance in pursuance of any object whatsoever.

(2) Except with the permission of the Government or of some authority empowered in this behalf by the Government, a Police officer shall not take any part in the collection of money for any public or local purpose.

Such permission will, on application, be accorded in all cases where the Government support the institution by way of grants or otherwise.

(3) Nothing contained in clause (2) shall apply to a Police officer serving as a member of a church committee.

Lending and borrowing.

8. (1) No Police officer shall lend money to any person possessing immovable property within the local limits of his authority, or, except in the ordinary course of business with a bank or firm of standing, borrow money from, or otherwise place himself under a pecuniary obligation to, any person subject to his official authority, or residing, possessing immovable property or carrying of business within the local limits of such authority :

Provided that this sub-rule shall, in its application to the dealings of a Police officer with a co-operative society registered under the Co-operative Societies Act, 1912 (II of 1912), or under any Provincial Co-operative Societies Act, be subject to such relaxation as the Government may by special or general order direct.

(2) When a Police officer is appointed or transferred to a post of such a nature that a person from whom he has borrowed money or to whom he has otherwise placed himself under a pecuniary obligation will be subject to his official authority, or will reside, possess immovable property or carry on business within the local limits of such authority, he shall forthwith report the circumstances to the Inspector-General of Police and shall thereafter act in accordance with such orders as may be passed by him.

NOTE.—The Government have been pleased under the sub-rule to direct that its provisions shall not apply to the borrowing of money from a Co-operative Society of which a Police officer is a member.

Explanations I.—The prohibition as regards the lending and borrowing of money applies to all loans, credits, advances, supply of articles or accommodation at unduly low rates, or for insufficient consideration and to sales of property for inordinate prices.

II. The fact that a Police officer lending the money is acting as an executor, administrator or as a trustee without profit or advantage to himself, in no way affects the prohibition.

III. A Police officer who belongs to a joint Hindu family carrying on the business of money-lending as an ancestral profession is exempted from the prohibition, provided he takes no active share in the business and is not employed in a district in which the transactions of the firm are carried on.

Buying and selling houses and other valuable property.

9. Save in the case of a transaction conducted in good faith with a regular dealer or permitted under Rule 10, a Police officer who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value Rs. 200 with the person residing, possessing immovable property or carrying on business within the local limits of the official authority of such Police officer shall declare his intention to the Deputy Inspector General of Police concerned / Commissioner of Police. The declaration shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the methods of disposal, and the Police officer shall thereafter act in accordance with such orders as may be passed by the Deputy Inspector-General of Police / Commissioner of Police;

Provided that a Police officer who is about to quit the local limits of his official authority may, without reference to the Deputy Inspector-General of Police concerned / Commissioner of Police dispose of any of his movable property by circulating lists of it among the public generally or by causing it to be sold by public auction.

Holding or acquiring immovable property.

10. (1) No Police officer domiciled outside India shall, save in good faith for the purpose of residence directly or indirectly hold or acquire immovable property (*a*) within the State of Madras, or (*b*) within any other State in which he is employed except with the previous sanction of the Deputy Inspector-General of Police concerned / Commissioner of Police.

(2) No Police officer domiciled in India shall, save in good-faith for the purpose of residence acquire any immovable property in India by purchase or gift, except with the previous sanction of the Deputy Inspector-General of Police concerned / Commissioner of Police.

(3) (*a*) The restrictions imposed by this rule on the acquisition and possession of immovable property apply to the acquisition and possession of any personal interest in such property, but not to the acquisition or possession of an interest as trustee, executor or administrator only.

(*b*) The restrictions imposed on the acquisition of immovable property by purchase or gift apply equally to the acquisition of land under the darkhast rules.

(4) A Police officer who already owns a house or site may not acquire another house or site for residential purposes without the sanction of the Deputy Inspector-General of Police concerned / Commissioner of Police.

(5) Sanction shall be accorded under this rule for holding or acquiring immovable property, subject to the following principles and conditions :—

(*a*) A Police officer should not ordinarily be allowed to acquire land within the revenue district in which he is serving. Permission to do this should be granted only in very special circumstances.

(*b*) He may usually be permitted to acquire immovable property outside the revenue district in which he is serving. But when, on transfer to a district in which he holds immovable property a Police officer makes the special report required by Rule 11 (7), the authority responsible should ordinarily transfer him to another district, but, if such transfer is not possible in the public interest, may require him to divest himself of such property.

(*c*) An annual statement will be submitted to the Government by the Inspector-General of Police not later than the 15th January in each year, of cases in which special permission has been granted by him for—

(i) the acquisition by a Police officer of immovable property in the district in which he is employed ; and

(ii) the retention by a Police officer of immovable property in a district to which he has been transferred.

(6) In the case of a family governed by the Marumakkattayam or Aliyasanthana law, a junior member who is a Police officer will not ordinarily be required to obtain sanction when immovable property is acquired by the managing member on behalf of the family, but this exception will not apply to any acquisition, even though made in the name of the karnavan or yejman, if it is shown that it is really intended to be the self-acquired property of the said Police officer.

(7) In the case of a Police officer whose services have been lent to the Central Government or to the Government of any other State, the provisions of sub-rules (1) to (6) shall apply as if for the words 'Inspector-General of Police' wherever they occur, the words 'the Central Government or the Government of the State, under which he is serving or any officer authorized in this behalf by that Government' had been substituted.

Control over immovable property held or acquired by Police officers.

11. (1) Subject to the provisions of any general or special order of the Government, every Police officer shall make to the Inspector-General of Police / Commissioner of Police through the usual channel, a declaration of all immovable property in India from time to time held or acquired by him or by his wife or by any member of his family living with, or in any way dependent upon him. The declaration shall state the district or the State in India within which the property is situated and shall contain such further information as the Government may by general or special order require.

(2) The declaration made under sub-rule (1) must include all immovable property held or acquired wherever situated in India. It should as far as possible give all the details required for the form in Appendix A.

(3) Whenever a Police officer by inheritance, succession or bequest becomes possessed of immovable property in the district in which he is employed or of the interest in such immovable property contemplated by sub-rule (1), he must communicate all particulars thereof through the usual channel to the authority whose sanction would be required to his acquisition of such property by purchase or gift.

(4) Every Police officer not below the rank of head constable must submit not later than the 15th January each year, to his Superintendent of Police or to his immediate superior officer of corresponding rank, as the case may be, a statement in the form given in Appendix A showing all the immovable property of which he stood possessed or in which he had an interest at the close of the preceding calendar year.

NOTE.—In columns 6 to 21 of the form particulars should be entered of any immovable property relinquished or otherwise disposed of.

(5) If in any year a Police officer has neither acquired nor relinquished or otherwise disposed of any immovable property or any interest in immovable property, he need not submit the statement referred to in sub-rule (4).

(6) The annual return should include all immovable property acquired or registered in the name of the Police officer either on his own account or as a trustee, executor or administrator or temple mirasdar, or acquired or registered in the name of, or held or managed by his wife or by any other member of his family living with or in any way dependent on him. In the case of a Police officer who follows the Marumakkattayam or Aliyasantana law, the statement should include acquisitions of immovable property by his consent.

(7) If a Police officer receives an order of transfer to a district in which he possesses or has an interest in immovable property, he must at once bring the fact to the notice of his immediate official superior.

(8) The head of each office will maintain a statement in the form given in Appendix B showing the landed property held by each police officer, not below the rank of head constable under his control with reference to the particulars furnished in his annual return. This statement will be attached to the Police officer's service register or service roll as the case may be. Every entry or alteration in such statement shall be duly attested by the head of the office.

(9) Any attempt to mislead and any failure to give full and correct information will render the Police officer concerned liable to dismissal from the force.

Investments.

12. (1) No Police officer shall speculate in investments. For the purposes of this sub-rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(2) No olice officer shall make nor permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

N.B.—For the purpose of this rule the word 'family' shall include any relative residing with the Police Officer and any relative who is dependent on him though not residing with him.

(3) If any question arises whether a security or an investment is of the nature referred to in sub-rule (1) or sub-rule (2), respectively, the decision of the Government thereon shall be final.

(4) Police officers are at liberty to become members of and to make deposits in non-agricultural co-operative societies, including the Madras Central Urban Bank and other central banks.

(5) Police officers may place deposits in, and purchase debentures of, the Madras Co-operative Central Land Mortgage Bank, Limited, but shall not hold any office therein or take any part in the management thereof.

(6) Notwithstanding anything contained in sub-rule (4), a Police officer may, with the previous sanction of the Inspector-General of Police, become a member of a land mortgage bank, provided that he already owns lands in the area within the jurisdiction of such bank, but shall not hold any office therein or take any part in the management thereof.

(7) If a Police officer is appointed or transferred to any area within the jurisdiction of a land mortgage bank of which he is a member, he shall at once bring the fact to the notice of his immediate superior who, if he has authority to do so, may re-post the Police officer to an area outside the jurisdiction of that bank, or if he has no authority to do so, submit the case for the orders of the officer having such authority.

(8) Police officers may become members of Co-operative House Building Societies.

Explanation.

Co-operative House Building Societies aforesaid shall include all types of Co-operative Societies whose object is the construction of houses for their members or the grant of loans for such construction by their members.

Promotion and management of companies.

13. (1) No Police officer shall, except with the previous sanction of the Government, take part in the promotion, registration or management of any bank or company :

Provided that a Police officer may, in accordance with the provisions of any general or special order of the Government, take part in the promotion, registration or management of a co-operative society registered under the Co-operative Societies Act, 1912 (II of 1912), or under any State Co-operative Societies Act.

(2) No Police officer shall accept a paid employment in any company, mutual benefit society or co-operative society or act as an agent, whether paid by salary or commission, to any insurance company or society. Where, however, no remuneration is accepted, there is no objection to a police officer taking part in the management of a mutual benefit society if he has first obtained the sanction of the Deputy Inspector-General of Police concerned / Commissioner of Police and a certificate to the effect that the work undertaken will be performed without detriment to his official duties.

(3) Police officers shall be at liberty to take part in the promotion of co-operative societies, but no police officer shall, except with the sanction of the Superintendent of Police / Deputy Commissioner of Police concerned hold office in any co-operative society or serve on any committee appointed for the management of its affairs, unless the society is composed wholly of Police officers or partly of Police officers and partly of other Government servants in the Police Department.

(4) Subject to the sanction and certificate referred to in sub-rule (2) and notwithstanding anything contained in subsidiary rule 4 under Fundamental Rules 46 and 47, a Police officer who is a member of a Co-operative Society composed wholly of Police officers, or partly of Police officers and partly of other Government servants in the Police Department may accept remuneration for keeping the accounts of the society.

(5) Subject to the sanction referred to in sub-rule (3) Police officers may hold office in Co-operative House Building Societies or serve on any committee appointed for the management of the affairs of such societies.

Explanation.

Co-operative House Building Societies aforesaid shall include all types of co-operative societies whose object is the construction of houses for their members or the grant of loans for such construction to their members.

Private trade or employment.

14 (1). No police officer shall, except with the previous sanction of the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$ engage in any trade or undertake any employment or work, other than his official duties:

Provided that a Police officer may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer but he shall not undertake, or shall discontinue, such work if so directed by the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$:

Provided further that nothing contained in this rule shall be deemed to require a Police officer nominated by the Governor as a member of official or non-official body or organization to obtain the previous sanction of the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$ for undertaking and discharging his duties as such member.

Police officers as arbitrators.

(2) (*a*) A Police officer may not act as arbitrator in any case without the sanction of his immediate superior, or unless he be directed so to act by a court having authority to appoint an arbitrator.

(*b*) No Police officer may act as an arbitrator in any case which is likely to come before him in any shape in virtue of any executive office which he may be holding.

(*c*) If a Police officer acts as an arbitrator at the private request of disputants he can accept no fee.

(*d*) If he acts by appointment of a court of law, he may notwithstanding anything contained in subsidiary rule 4 under Fundamental Rules 46 and 47, accept such fees as the Court may fix.

(3) A Police officer may not, without the permission of the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$ engage habitually in literary or artistic work of any kind.

Insolvency and habitual indebtedness.

5. (1) A Police Officer shall avoid habitual indebtedness. If a Police officer is adjudged or declared insolvent, or has incurred debts aggregating a sum which in ordinary circumstances he could not repay within a period of two years or if a part of his salary is frequently attached for debt, has been continuously so attached for a period of two years or is attached for a sum which, in ordinary circumstances, he could not repay within a period of two years, he may, unless he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control, and has not proceeded from extravagant or dissipated habits, be presumed to have contravened this rule. A Police officer who applies to be or is adjudged or declared insolvent, shall forthwith report his insolvency to his immediate superior.

(2) A Police Officer who has been removed from the service on account of insolvency shall not be eligible for re-employment in any branch of the public service.

Communication of official documents or information.

16. No Police officer shall, except in accordance with any special or general order of the Government or any instructions of the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$ communicate, directly or indirectly any official document or information to a Government servant who is not authorized to receive the same, to a non-official person, or to the press.

Connexion with press.

17. No Police officer shall except with, and during the continuance, of the previous sanction of the Government, own in whole or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

Anonymous publication of documents and anonymous communications to the press.

18. (1) No Police officer shall, in any document which he publishes anonymously or in any anonymous communication

to the press, criticise the policy or action of Government intemperately or unreasonably. A Police officer shall in respect of any such publication or communication be subject to the provisions of Rule 16.

(2) A Police officer may not become an accredited correspondent of a newspaper without the permission in writing of the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$.

Publication of documents and communications to the press in the name of police officers and public speeches.

19. (1) No Police officer shall, in any document published under his own name or in any communication made to the press under his own name or in any public utterance delivered by him, make any statement of fact or opinion which is capable of embarrassing—

(*a*) the State Government in its relations with the Central Government or any other State Government or the people of India or any section thereof, or

(*b*) the State Government in its relations with the United Kingdom or any foreign country, or

(*c*) the Central Government in its relations with any foreign country.

(2) A Police officer who intends to publish any document under his own name or to make any communication to the press under his own name or to deliver public utterance, containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule (1) may arise shall submit to the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$ copy or draft of the document which he intends to publish or of the utterance which he intends to deliver, and shall thereafter act in accordance with such orders as may be passed by the $\frac{\text{Inspector-General of Police}}{\text{Commissioner of Police}}$.

Evidence before committees.

20. (1) No Police officer shall give evidence before a public committee—

(*a*) in India, except with the previous sanction of the Government; and

(*b*) outside India, except with the previous sanction of the President.

(2) No Police officer giving such evidence shall criticise the policy or decisions of the Central Government or of any State Government.

(3) This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

Taking part in politics and elections.

21. (1) (i) No police officer shall take part in, subscribe in aid of, or assist in any way any political movement in India, or relation to Indian affairs.

(ii) No police officer shall permit any person dependant on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government or any State Government as by law established in India.

Explanation.—A Police officer shall be deemed to have permitted a person to take part in or assist a movement or activity within the meaning of clause (ii) if he has not taken every possible precaution and done everything in his power to prevent person so acting, or if, when he knows or has reason to suspect that such person is so acting, he does not at once inform the Inspector-General of Police / Commissioner of Police or the officer to whom he is subordinate.

(2) No Police officer shall canvass or otherwise interfere or use his influence in connection with, or take part in, any election to a legislative body, whether in India or elsewhere :

Provided that a Police officer who is qualified to vote at such election may exercise his right to vote ; but, if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

(3) A Police officer who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purposes of sub-rule (2) to take part in an election to such body.

(4) The provisions of sub-rules (2) and (3) shall, so far as may be, apply to elections to local authorities or bodies, save in respect of police officers required or permitted by or under any law, or order of Government for the time being in force to be a candidate at such elections.

(5) Seditious propagandism or the expression of disloyal sentiments by a Police officer will be regarded as sufficient ground for dispensing with his services.

(6) A police officer proposing to take part in a non-official conference or meeting held in another State must obtain the prior sanction of the Inspector-General of Police / Commissioner of Police.

Vindication of acts and character of Police officers as such.

22. (1) No Police officer shall, except with the previous sanction of the Government, have recourse to any court or the press for the vindication of his official acts or character from defamatory attacks.

(2) Nothing in sub-rule (1) shall derogate from the right of a police officer to vindicate his private acts or character.

(3) No Police officer shall, except with the previous sanction of the Government, accept from any person or body of persons compensation of any kind for any malicious prosecution brought against him or for any defamatory attack made on his public acts or character, unless such compensation has been awarded by a competent court.

Membership of service associations.

23. No Police officer shall be a member, representative or officer of any association representing, or purporting to represent, Government servants or any class of Government servants unless such association satisfies the following conditions, namely :—

(*a*) Membership of the association shall be confined to a distinct class of Government servants, and shall be open to all Government servants of that class ;

(*b*) The association shall not be in any way connected with, or affiliated to—

(i) any association which does not, or

(ii) any federation of associations which do not satisfy condition (*a*) ;

(*c*) the association shall not be in any way connected with any political party or organization, or engage in any political activity ;

(*d*) the association shall not—

(i) issue or maintain any periodical publication except in accordance with any general or special order of the Government ;

(ii) except with the previous sanction of the Government publish any representation on behalf of its members, whether in the press or otherwise ;

(iii) in respect of any election to a legislative body, whether in India or elsewhere, or to a local authority or body—

(*a*) pay, or contribute towards, any expenses incurred in connection with his candidature by a candidate for such election ;

(*b*) by any means support the candidature of any person for such election ; or

(*c*) undertake or assist in the registration of electors or the selection of a candidate for such election ;

(iv) maintain or contribute towards the maintenance of any member of a legislative body, whether in India or elsewhere or of any member of a local authority or body ; or

(v) pay, or contribute towards, the expenses of any trade union which has constituted a fund under Section 16 of the Indian Trade Unions Act, 1926 (XVI of 1926) :

Provided that conditions (*a*) and (*b*) shall not be held to debar any Police officer from remaining or becoming a member of the European Government Servants' Association or the Indian Officers' Association and that the Government may, for reasons to be recorded, in writing, by general or special order, dispense with those conditions in the case of any other association.

24. Every Police officer shall inform his immediate official superior if he is posted to work under a member of an All-India Service or State Service who is closely related to him.

25. No Police officer shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his interests. Any Police officer who contravenes this rule will be liable to departmental punishment.

Explanation.—" A Police officer causing his own case to be made the subject of an interpellation in the Central or State Legislature contravenes this rule."

26. (1) No Police officer shall deliver a broadcast talk at broadcasting station on any subject without the previous permission of the Government.

(2) A police officer who is invited or who wishes to deliver a broadcast talk shall intimate to Government through the proper channel, the subject on which he proposes to talk and if it is on subject directly or indirectly connected with his official duties or if so required shall submit the full text of the talk for their approval before it is delivered.

(3) The provisions of sub-rules (1) and (2) shall apply *mutatis mutandis* to the broadcast by Police officers of musical or other performances (including the playing of prepared 'recitals' or gramaphone records).

" 26-A. The Inspector-General of Police / Commissioner of Police may exercise the powers specified in rule 26 in respect of Poiice Officers Subordinate to him other than the Commissioner of Police or those serving under the Commissioner / Police Officers subordinate to him referring any case to the Government for orders if he considers it desirable to do so.

[G.O. Ms. No. 1218, Home, dated 26 Mar. 1947.]

26-B. No Police Officer shall engage himself or incite others to engage themselves in a strike or in similar activities.

[G.O. Ms. No. 779, Home, dated 24 Mar. 1954.]

NOTE.—For purposes of this rule the expression 'similar activities' shall be deemed to include any other act of commission or omission involving a deliberate intention to compel his superior officers or Government to do something and shall include any demonstrative fast usually called 'hunger-strike' for similar purposes.

Police officers under suspension.

27. When a police officer is suspended he is free to go where he likes ; but he must leave his address with the head of his office or if he is himself the head of an office, with his immediate superior. He must also leave his address with the officer, if any, holding an inquiry into his conduct.

He must obey all orders to attend any inquiry into his conduct, and if he fails to do so, the inquiry may be held in his absence.

Consulting a medical practitioner for the purpose of obtaining leave.

28. It shall be the duty of every Police officer who consults a medical practitioner with a view to obtaining leaveor an extension of leave on medical certificate to disclose to that practitioner the fact of his having consulted any other practitioner for the same purpose and the result of such consultation. Omission on the part of any Police officer to do this or any false statement made by him to a medical practitioner in this respect will entail serious departmental punishment.

Police officers not to be employed on private business.

29. The employment of a Police officer in making purchases or in any private matters in which the receipt or expenditure of money is concerned is most strictly prohibited. It is however not intended that this prohibition should preclude any officer from employing his subordinates to provide for him a conveyance or necessary supplies while he is travelling on duty, though in all such transactions constant vigilance is needed to prevent cheating and extortion.

Application for appointment in the gift of Government.

30. A representation from a Police officer in regard to his claim to an appointment in the gift of Government should be submitted through the head of his department.

31. The premature resignation of the public service entails forfeiture of past service and of any retiring allowance to which the officer who prematurely resigns would otherwise have been eligible.

32. A Police officer may not, except in the discharge of his official duties, preside over or take part in the organization of or occupy a prominent position at or address any non-official meeting or conference at which it is likely that speeches will be made or resolutions will be proposed or passed criticizing the action of the Government or requesting the Government to take certain action, other than to make grants admissible under Government rules or orders in support of educational or similar institutions.

Regularly convened meetings, for the transaction of the legitimate business, of associations of Police officers recognized by Government and of committees or branches of such bodies or associations are not "non-official" meetings for the purposes of this rule.

33. No Police officer shall, except by endorsement on a written application submitted by a candidate officially through him, recommend to any selecting, appointing or promoting authority or to any individual who is a member of any such authority, or of its staff, any candidate for any post in the service of the Government.

Purchase of resignation.

34. Police officers may not enter into any pecuniary arrangement for the resignation by one of them of his office under the Government for the benefit of the others. Should this rule be infringed, any nomination or appointment consequent upon such resignation will be cancelled and such parties to the arrangement as are still in the service will be suspended, pending the orders of the Government.

Application by Police officers for private employment.

35. (1) No Police officer shall apply for private employment or signify his willingness to acept such employment unless expressly permitted to do so in writing under the seal of the Dy. Inspector-General of Police concerned / by the Commissioner of Police provided that in the case of a Police officer who is on leave preparatory to retirement, such permission shall be that of the head of the department if the appointing authority in respect of the post last held by the Government servant is an authority subordinate to the head of the department.

(2) (*a*) Permission to apply for or accept private employment shall normally be granted to a person who is on leave preparatory to retirement unless the employment is in a trading concern in India. Permission to apply for or accept private employment in a trading concern in India will be granted only in very exceptional cases and may be subject to the condition of immediate retirement.

(*b*) Permission to apply for or accept private employment shall not be granted to any other Police officer unless the Inspector-General of Police / Commissioner of Police is satisfied that his premature resignation may be accepted without detriment to the public service.

(3) If a Police officer who is refused permission to apply for or accept private employment wishes to resign his appointment under Government such resignation shall ordinarily be accepted.

(4) Where a Police officer who is not on leave preparatory to retirement is permitted to apply for or accept private employment, he shall resign his appointment under Government immediately on accepting such employment.

Applications by Police officers for posts.

36. (1) A Police officer who applies for appointment to a service under the administrative control of the Government or to any post therein shall not be eligible for appointment if he has applied without the consent of the head of his office.

(2) A Police officer employed in a service under the administrative control of the Government apply for a post or for transfer to a post, in another office or department of the Government,

or under another State Government or the Central Government shall submit his application through the authority competent to appoint him to the post which he holds at the time of making the application. Such authority shall decide wether the Police officer shall be permitted to apply. Permission shall ordinarily be granted unless such authority considers that the grant thereof will not be consistant with the interests of the public service.

37. It will be improper for a Police officer who makes any representations to the Government through the proper channel to trouble Ministers with advance copies there of.

38. Concerted or organised refusal on the part of the Police officers to receive their pay will entail serious disciplinary action.

Saving.

39. Nothing in these rules shall be deemed to derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of Government servants.

APPENDIX A.

Statement of immovable property and interests in immovable property possessed, acquired or transferred by————————during the year ending 31st December 195 .

NOTE.—Property in which the officer had acquired an interest before the year for which the return is submitted and in which he retained an interest during that year should be shown first then those properties regarding which transaction took place during that year.

Name of officer.	Office held and in what department.	Date of entertainment in the public service.	Nature of property, i.e., (1) Houses stating whether they are with or without gardens and the uses to which they are put (2) Lands whether used for purposes of agriculture or as gardens or for any other purposes.	Whether acquired before or during 195 .	Whether relinquished during 195 .	Situation of land or other property. Village.	Taluk.	District.	Survey number.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Extent and assessment of lands. Dry. Extent.	Assessment.	Wet. Extent.	Assessment.	Sircar or inam.	From whom acquired or in whose favour relinquished.	In whose name registered after acquisition or before relinquishment.	By what means and for what purpose acquired.	Year, month and day of deed.	Rights possessed in the land.	Price paid or obtained for the land.	If acquisition sanctioned by Government, number and date of Government order in which sanction was accorded.
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)

I, , do solemnly declare that I do not at this time possess either in my own name or in that of any other person and that I have not during the year 19 acquired or parted with any immovable property or any beneficial or other interest in immovable property other than what is entered in this return.

Station

(Signature)

Date

(Office)

NOTE.—(1) The statement must be submitted punctually on the 15th January of each year.

(2) New acquisition during the year to which the return relates should entered in red ink.

Particulars of any immovable property of which an officer may have become dispossessed during the year should also be entered in that annual return.

APPENDIX B.

Statement of immovable property and interests in immovable property held by police officers not below the rank of head constables.

Name of Police officer.	Date of entertainment in the public service.	Office and department in which employed.	District and division in which property is situated.	Particulars regarding property. Nature of property.	Extent.	Assessment.	In whose name registered.	When acquired, inherited, etc.	By what means and for what purpose acquired.	Nature of interest possessed by the officer concerned in such property.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

(G.O. No. 1063, Home, dated 26th February 1938.)

ANNEXURE IV.

SYLLABUS IN THE LAW SUBJECTS, MEDICAL JURISPRUDENCE, POLICE DEPARTMENTAL ORDERS AND SCIENTIFIC AIDS TO INVESTIGATION FOR THE EXAMINATIONS OF POLICE OFFICERS.

(1) *Indian Penal Code and Special Local Criminal Laws including the Police Act.*

Chapter.	*Without books.*	*With books.*
	General exceptions.	
2	22 to 25, 29, 30, 33, 34, 39, 40, 43, 44 and 52	6 to 52.
3	Punishments—53 and 75	....
4	General exceptions—76 to 106	76 to 106.
5	Abetment—107 to 109, 114	107 to 109, 114.
5-A	Conspiracy—120-A and 120-B	....
6	Offences against the State	124-A, 130.
8	Offences against Public Tranquillity—141 to 160	140 to 160.
9	Offence by or relating to public servants	170 and 171.
10	Contempt of Lawful authority of Public servants—182,	172 to 181, 183 to 190.
11	False Evidence—211	191 to 193, 201 to 203, 212, 224, 225, 225-A, and B.
13	Offences, weights and measures	264 to 267.
14	Of public health and safety	268 to 279, 290, 291, 294-A, 295, 272.
16	Offences against human body—299 to 311, 319, 320, 336 to 338, 339, 340, 349 to 351, 353, 354.	299 to 377.
17	Offences against property—378 to 383, 390, 391, 399, 400 to 405, 410, 415, 416, 425, 441 to 446, 454 to 457.	378 to 462.
22	510.	
23	511.	

Portions omitted in Indian Penal Code.

1	Introductions	1 to 5.
2	Punishments	54 to 74.
5	Abetment	110 to 113, 116 to 120.
6	Offences against the state	120 to 130 except 124-A
7	Offences relating to Army, Navy, etc.	(Whole chapter) 131 to 140.
9	Offences relating to Public servants	161 to 169.
9-A	Offences relating to Public Elections	(Whole chapter) 171-A to (I).
11	Of false evidence and offences against Public Justice.	204 to 210, 213 to 223, 226 to 229.
12	Offences relating to coins and Government stamps.	(Whole chapter) 230 to 263-A.
14	Offences attacking Public Health	269 to 278, 280 to 289.
15	Offences against Religion	(Whole chapter) 295 to 298.
18	Offences against Trade and Property marks	(Whole chapter) 463 to 489.
19	Criminal Breach of contract or service	(Whole chapter) 490 to —92.
20	Offences relating to marriage	(Whole chapter) 493 to 498.
21	Defamation	(Whole chapter) 499 to 502.
22	Criminal Intimidation	503 to 509.

Chapter.	*Without books.*	*With books.*
	Special and Local Criminal Laws.	
1	The Madras District Police Act XXIV of 1859.	
2	The Indian Police Act V of 1861.	
3	Chapter XVIII, Arms Act.	
4	Indian Explosives Act—Duties of the Police.	
5	The Towns Nuisances Act III of 1889.	
6	The Madras Gaming Act III of 1930.	
7	Habitual Offenders Act.	

(2) *The Code of Criminal Procedure.*

Preliminary.

1	4	....
2	Constitution of Courts	6 to 16, 19.
3	Powers of Courts	28 to 35.
*4	Aid to Police—42 to 45	42 to 45.
*5	Arrest and custody—46 to 67.	46 to 67.
6	Process to compel attendance—68 to 88	68 to 88.
*7	Summons to produce: Searches and warrants—94 to 99-A, 101 to 105.	100.
*8	Security for keeping the peace—106 to 126 ..	106 to 126.
*9	Unlawful assemblies—121 to 132	127 to 132.
10	Public Nuisances—133 to 137	133 to 137.
*11	Temporary orders in urgent cases—144	144.
*12	Disputes as to immovable property—143	145 to 148.
*13	Preventive action by Police—149 to 153	149 to 153.
*14	Investigation—154 to 176	154 to 176.
15	Jurisdiction of Criminal Courts	177 to 197,
*16	Of complaints to Magistrates	200 to 203.
17	Commencements of Proceedings	204 to 205.
18	Enquiry—Trial by Court of Session or High Courts.	206 to 220.
19	Form and founder of charges	233 to 240.
20	Trial—Summons cases—241 to 250	241 to 250.
21	Trial warrant cases—251 to 259	251 to 259.
23	Trial before High Court of Session—310 and 311.	270 to 272; 286 to 309.
24	Tender of Pardon—337 to 340	337 to 340, 342, 345, 350
27	Submission of Sentence—380	....
30	Of previous convictions and aquittals—403 ..	403.
31	Of appeals	404 to 406, 406-A, 412, 415, 415-A, 417, 421 to 427.
32	Of reference and revision	432 to 440.
35	Sanction to prosecute	476.
38	Of Public Prosecutor	492 to 495.
*39	Bail—496 to 502	496 to 502.
*41	Special Rules of Evidence—509 to 512	509 to 512.
*43	Of disposal of property—517, 523	516-A to 525.
*44	Of transfer of Criminal cases	526 to 528.
45	Miscellaneous—550, 551, 562, 565	539-B, 540, 540-A, 544, 545, 561, 561-A, 563.

Chapters omitted in Criminal Procedure Code.

1	Preliminary—1 to 3 and 5.
2	Institution of Courts—17, 18, 20 to 27.
3	Powers of Court —36 to 41.
6	Process to compel attendance—89 to 93.
7	Process to compel prosecution of documents—9, 9-B, to G.
10	Public Nuisance—138 to 143.
15	Jurisdiction of Limits—198 to 199-A.
19	Of the charge—221 to 232, 237 to 240.

N.B.—Asterisk mark indicates inclusion of the whole chapter for study.

Chapter.	Without books.	With books.
	Chapters omitted in Criminal Procedure Code—cont.	
22	Summary trials (whole chapter)—260 to 265.	
23	Trial before High Court—266 to 269, 273 to 285-A, 312 to 336.	
24	General provi ions as to enquires and trials—339-A to 341, 343, 350-A to 352.	
25	Of the mode of taking and recording evidence in enquires and trials (whole chapter)—353 to 365.	
26	Of judgment (whole chapter)—366 to 373.	
27	Of submission of sentences for confirmation—374 to 379.	
28	Of execution (whole chapter)—381 to 400.	
29	Suspension, remission and commutation of sentences (whole chapter)—401 to 402.	
31	Of appeals—419 to 431.	
32	Of reference and revision—441, 442.	
33	Special provisions—Trial of European British subjects (whole chapter)—443 to 463.	
34	Lunatics (whole chapter)—464 to 475.	
35	Maintenance of wives and children (whole chapter)—488 to 490.	
37	Habeas Corpus (whole chapter)—491, 491-A.	
40	Of commissions for examinations of witnesses (whole chapter)—503 to 508.	
42	Provisions as to bonds (whole chapter)—513 to 516.	
46	Miscellaneous—539, 539-A, 541 to 543, 546 to 549, 552 to 560.	

(3) *Indian Evidence Act.*

1	Preliminary—3, 4.	....
2	Relevancy of Facts—5 to 32 and 53 to 55 ..	32 to 55.
3	Facts which need not be proved	56 to 58.
4	Of oral enquires—59, 60	
5	Of documentary evidence	61 to 65, 73 to 76, 88.
7	Of burden of proof—101 to 114	101 to 114.
9	Of witnesses—124 to 127, 133	118 to 126, 128, 129, 132 to 134.
10	Of the Examination of witnesses	135 to 166.
11	Improper omission and rejection of evidence ..	167.

Portions omitted from the Indian Evidence Act.

1	Preliminary—1, 2.
2	Relevancy of Facts—16 to 20, 22, 23.
5	Of Documentary Evidence—66 to 72, 79 to 88.
6	Of exclusion of orally-documentary evidence (whole chapter)—91 to 100.
8	Estoppel and whole chapter—(115 to 117).
9	Of witnesses—121, 130, 131.

(4) *Medical Jurisprudence.*

Subject-matter.	*Page number of Glaister's Book.*	*Subject-matter.*	*Page number of Glaister's Book.*
Definition	1 and 2.	Occupation marks ..	80.
Anthropometry.. ..	59, 60.		
Dactyography	60, 61.	*Identification of the dead—*	
Scars	73, 74.	Age	81 to 84.
Tattoo marks	74 to 77.	Sex	89 to 93.
Hair dyes	77, 78.	Stature	93 to 94.
Wounds	78.	Teeth	97.
Foot-prints	78, 79.	Bodily deformities ..	97.

N.B.—Asterisk mark indicates inclusion of the whole chapter for study.

(4) *Medical Jurisprudence*—cont.

ect-matter.	Page number of Glaister's Book	Subject-matter.	Page number of Glaisher's Book.
Forms of death—		Loss of Elasticity of the eye	111.
Drowning	148 to 158.	Loss of temperature ..	111.
Suffocation	158 to 162.	Contact Flattening ..	111, 112.
Hanging	166 to 171.	Hypostasia	112.
Lightning	179 to 181, 182 to 187.	Rigor Mortis	112 to 117.
Burns and scalds ..	187 to 199.	Putrefaction	118 to 122.
Do. X-Ray ..	199.	Saponification adipocere	125 to 127.
Wounds—		Mummification	128.
Definition	213.	*Criminal Abortion*—	
Clssification	219.	Signs	349, 350
Inised	219, 220.	Modes of Procuring ..	355 to 367.
Lacerated	221.	*Infanticide*—	
Punctured	221	Definition	364.
Contused	221, 223.	Was child born alive ..	368 to 374.
Abrasions	224.	How did it die	381 to 385.
From—Fire Arms ..	234 to 244.	*Rape*—	
Age of wound	252, 253.	Defination	392.
Accident, Homicidal, etc.	253, 254.	Signs of resistance ..	395, 396.
Blood stains—		Signs of virginity ..	396.
Colour	293.	Evidence of rape ..	398, 399.
Physical Examination ..	294, 295.	*Poisons*—	
Chemical Tests	296, 297.	Classification	540.
Microscopt	297 to 318.	Action of corrosive ..	541.
Examination of Hair and Fibres..	318 to 327.	Local and remote action.	531, 532.
Signs of death—		How action counteracted.	533.
Cessation of Respiration. circulation	109 to 110.	Circumstances modifying action of poison ..	533, 534.
General Muscular Relaxation	110.	Evidence	535, 536, 538 539.
Loss of Lustre of the eyes	110.	Arsenic Symptoms ..	562.
Effects of stimuli ..	110.	Opium	649.
Pallor of the skin ..	110.		

(5) *Police Departmental Order.*

Volume I (P.S.O.).

X. Punishment of, and appeals from, Non-Gazetted Officers.
XIII. Powers and duties of, and instructions to, Gazetted Officers.
XIV. Powers and duties of, and instructions to, Non-Gazetted Officers.
XXI. Beats and Patrols.
XXVIII. Village Police.
XXIX. First Information to the Police.
XXX. Investigation.
XXXI. District Intelligence Bureau.
XXXII. Arrest and Custody.
XXXIV. Bail by the Police and remand.
XXXV. Final reports, prosecution for false complaints, withdrawal of cases, appeal against acquittal. criminal appeal, etc.
XXXVI. Searches and property.
XXXVII. Safeguarding and dissemination, co-operation between bordering areas, Report, co-ordination of work in connection with control of organized crime and criminals.
XXXVIII. Detective Duty.
XXXIX. Preservation of the peace—Sections 103, 104 of Drill Manual.
XL. Station-house Records and Returns.
XLI. Station Crime History Check Register of Habitual criminials, weekly Crime Report, District and Subdivisional Crime Charts, G.C.R. and P. III.
XLII. Finger Prints and Photographs.

Miscellaneous.

Police Gazette, 8th February 1930, Off duty: D.O.No.150-1927, uses of special records.
Do. 26th April 1930 and 11th March 1939, G.P.F., its use and encouragement.
Do. 21st September and 23rd November 1935, Village Vigilance Committee
Do. 13th November 1937, Stopping of suspected motor cars for wanted persons.

NOTE.—The above selected portions of P.S.Os. are to be taught and studied thoroughly. The rest of P.S.Os. will be dealt with generally so that officers may know what type of information they can find in the manuals.

(6) *Scientific Aids to Investigation.*

Bibliography—

(a) Criminal Investigation—Hans Gross, Third Edition; Norma Kendall—1934.
(b) Modern Criminal Investigation—A text-book of Detection; Soderman and O'Connel—1935.
(c) Scientific aids to Criminal Investigation—Instruction Pamphlet for the use of Police officers. Home Office London Publication, 1936.
(d) Finger-Print Clues—Collins, New Scotland Yard with appendix by Deputy Inspector-General of Police, C.I.D., Madras, 1939.
(e) The use of foot prints as an aid to the Detection of Crime and the Identification of Criminals—1934 by C.H. Gadsdon, Deputy Inspector-General, C.I.D., Madras.
(f) The Police Journal.
(g) Law Enforcement Bulletin, a monthly Bulletin of the Federal Bureau of Investigation, Washington.
(h) Manual of Engineering for Police Officers.
(i) The Identification of Fire-arms and Forensic Ballistics—Major Burrard.
(j) Road Accidents and Sketching—Hutchinson.

Subject Headings—

Observation of Scenes of Crime—Collection and Preservation of objects.
Searches in buildings and in the open.
Experts and how to make use of them.
Covering letters of Experts.
Materials objects for expert examination.
Methods of precautions in packing.
Ballistics—various weapons.
Explosives—how to handle.
The Comparison Microscope.
Ultra violet light—The quartz lamp.

Microscopy—

Piecing together torn paper.
Falsification of Documents.
Counterfeit coins and notes.
Finger-prints.
Foot-prints.
Prints of Motor tyres.
Burglary tool marks.

Stain—

Blood, semen, etc.

Photography and Microphotography—

(a) X-Ray.
(b) Ultra Violet Ray.
(c) Daylight.
(d) Flashlight.
(e) Infra Red Rays.
(f) Enlargements.
(g) Cinematography.

Plan drawing to scale. Conventional signs.

Elementary Mechanics of road motor vehicles—

(*a*) Steering.
(*b*) Braking.
(*c*) Transmission.
(*d*) Tyre pressure and tyre wear and their effects on accidents.
(*e*) Laden weights.

Practical work—

(1) The Police Museum. Viewing exhibits—explanations and connected history.

(2) Ballistics on Firing Range. Breech and muzzle-loading shot guns, shot and ball. Revolver and Rifle. Experiments at various distances to damons rate burning blackening, tattooing, spread of charges wads. Recovery of bullets from test box. Microscopic examination of fired bullets and cases for identifying marks.

(3) Practical Microscopy.

(4) Simple blood tests.

(5) Observation of scenes of crimes and accidents.
(*a*) Rioting with shooting, arson, murder.
(*b*) House-breaking.
(*c*) House and Road dacoity.
(*d*) Road Traffic accidents—all sorts.
Methods of Search indoor and outdoor—Writing up descriptions of scenes.

(6) Photography—

How to make use of the local photographer so that Court may see truly what investigation has been. Instruction to photographer.
Photographs of scenes as in (5) by day and flash light.
Photographs of finger and foot-prints—enlargements.
Criminals and corpses.

(7) Photographic Science—
Exhibition and explanation of microphotographs of Ballistic subjects or dented substance, threads, hairs, dust.
Ultra violet ray, infra red ray and X-ray photographs.

(8) Elementary surveying—
Plan drawing to scale using conventional signs.
Interiors of buildings.
Outdoor places.
Road and accident scenes.
Show to scale all relevant and distances.
Plan block printing. Adoption of convenient scales.
Combination of photopraphy and plan drawing to reproduce the scene as clearly as practicable for court's benefit.

(9) Finger-prints, taking and developing by various methods.
Preparation of, for photography.

(10) Foot-print—Tracking—

(*a*) Observation of—

(i) Position of prints in relation to the line of direction and thereby deducing broadly 4 modes of walking.

(ii) Line of March. Difference between this and the line of direction—When the line of March becomes identical with the line of direction.

(iii) Angle of the foot. Circumstances under which changes are effected in the angle.

(iv) "Backward scrape" of the toe and "Forward thrust" of the heel.

(v) A. Differences in the prints and the strides in walking, fastwalking, running, carrying weight, limping, backward walking, etc.

B. Effect on prints caused by the differences in carrying weight on the head, shoulders, arms, etc., and differences in permits in different kinds of limp.

(10) Foot-print—Tracking—*cont.*

(*a*) Observation of—*cont.*

(vi) Disposition of prints in a person's walk while—

A. Drunk.
B. Groping in the dark.
C, Walking on a slippery ground.
D. Going up or down slopes, steps.
E. Walking in narrow field bounds of footpaths.

(vii) Effect of soils on foot-prints.

(*b*) Deduction of—

(1) a person's height from foot-prints and strides;
(2) the condition of the person from track left by him.

(*c*) Points to be noted in bare foot-prints and booted-prints.
(*d*) Abnormalities and deformities in foot-prints.

Methods of preserving and recording foot-prints by—

(*a*) (1) taking wax casts—negative and positive (developing prints by moistening with water or a thin oil, or by dusting with french chalk) getting positive impression from negative casts on dough, clay, etc.)

(2) tracing impression on glass paper;
(3) lifting surface prints by photographic film.

(*b*) Points to be attended to with regard to casts, tracings, etc., when they have to be sent to Court for comparison of foot prints.

(11) Casts and tracings—burglar tool marks, tyre marks, hoof marks.

(12) Handling, labelling and packing of materials for expert examination.

(G.Os. Ms. No. 1018, Home, dated 4th April 1946. No. 1269, Home, dated 24th April 1946, No. 8375, Home, dated 25th October 1946, and No. 1190, Home, dated 25th March 1947.)

(Police Gazette, dated 10th May 1947.)

ANNEXURE V.

Reference Table showing the relation of each Order in the Police Standing Orders, Volume I, to the Orders in Police Standing Order Book, Volume I, 1938 edition, as corrected up to 1956.

abbreviation used—

R. = Revised and recast.

N. = New order inserted in this rivision.

V. A. = Verbal alteration only.

O. = Omitted prior to the revision.

D. = Deleted in this revision.

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